

BUSINESS APPLICATION SOFTWARE (18UEC102)

K1 LEVEL

Unit I

1. A computer understand only
 - a) **Binary numbers** b) decimal numbers c) letters d) none of these
3. Which language is closer to human language?
 - a) LLL b) HLH c) **HLL** d) none of these
4. It is used for creating quick, relatively simple lists
 - a. **Indentation** b. Line spacing c. Tabs d. Paragraph spacing
5. It plays a vital role to create form letters, mailing labels, envelopes or catalogs
 - a. Paragraph b. Spelling and grammar c. **Mail merge** d. Auto format
6. It is a collection of styles in a gallery, it makes word more attractive
 - a. **Word art** b. Chart c. Line spacing d. Bullets and numbering
7.provides powerful and easy to use tools
 - b) MS excel b) **MS word** c) MS Excel c) Power point
8. Displays the name of the currently active word document
 - a) Formatting toolbar b) Menu bar c) **Title bar** d) Status bar
9. Helps to scroll the content of the document horizontally or vertically
 - a) **Scroll bar** b) Status bar c) Work space
10. Is used to preview the current working file
 - a) **Preview** b) page setup c) open d) Format
11. A micro processor is used in the _____ generation of computers
 - a. First b. Second c. Third d. **Fourth**
12. To change the page margins, click the _____ tab
 - a. Home b. Page **Layout** c. View d. None of these

- 13..... is used to save the web page
- a) Save b) **Save as** c) Open d) Page Numbers
14. Which enables us to send the same letter to different persons?
- a)Macros b)Template c)**Mail merge** d)None
- 15..... arrow is used to move the cursor the next word
- a)**Ctrl + right arrow** b)Ctrl+left c)End d) Ctrl+Home
- 16..... Is used to move to the end of the document
- a)**Ctrl+end** b)Ctrl +home c) Ctrl+page up d) Ctrl+pagedown
17. Paste special option is from Menu
- a) View b) File c) Insert d) **Edit**
- 18.....option is to edit margins columns etc
- a) **Outlineview** b) Print layout c) Web layout d) Normal view
- 19..... display list of headings in the document
- a)Web page b)**Document map** c)Header d) Footer
- 20.....header and footer is available in _____ menu
- a) **View** b) Edit c) File d) Print

Unit II

- 1.....Provides to add automatic page numbers to a document
- a) **Word** b) Excel c) Power point d) MS Access
2. Date and time in which menu
- a) **Insert** b) Edit c) File d) View
- 3.....option is to add another foot notes to the document
- a)**Alt+ctrl+f** b)Alt+Ctrl+E c)Alt+Ctrl+A d) Ctrl+Right Arrow
4. Font option is which menu

- a) **Format** b) Insert c) Edit d) Print preview
- 5.....Used to highlight the portions that you want to highlight in your document
- a) Bullet b) Numbering c) Borders and shading d) **All the above**
- 6.....Used to make the first letter bigger
- a) **Drop cap** b) Columns c) Windows d) Rows
- 7.....Changes the position of text in vertical position
- a) Text warp b) **Text direct** c) Change case d) Page layout
- 8....Is a set of formatting characteristics
- a) **Style** b) Size c) Auto d) Edit
- 9.....Used to help you to write a letter quickly and easily
- a) **Letter wizard** b) Mail merge c) Macro d) Links
10. In which view headers and footers are visible?
- a) Normal view b) Page layout view c) **Print layout view** d) Draft view
11. To apply centre alignment to a paragraph we can press
- a)Ctrl+S b)Ctrl+C c)Ctrl+C+A d)**Ctrl+E**
12. The space left between the margin and the start of a paragraph is called
- a) Spacing b) Gutter c) **Indentation** d) Alignment
13. text-styling feature of ms word is
- a) Word color b) Word font c) **Word art** d) Word fill
14. Which is the intersection of a column and row on a worksheet called?
- a) Column b) Value c) Address d) **Cell**
15. What type of chart is useful for comparing values over categories?
- a) Pie chart b) **Column chart** c) Line chart d) Dot chart
16. Which key is used to move one cell to the right?
- a) Home key b) **Tab key** c) Ctrl+End d).Page up

17. Headers and Footers option available in excel

a.File menu b.Edit menu **c.Insert menu** d.Format menu

18. Microsoft word is a

a)Word processing program b)Spreadsheet program c)Presentation program d)None of these

19. How can you remove borders applied in cells?

a) Choose none on border tab of format cells b) Open the list on border tool in formatting toolbar then choose first tool (no border) **c) Both of above** d)None of above

20. ----- pre-defined feature is known as functions in excel

a)Property **b)Formula** c)Data d)None of these

Unit III

1.Excel saves the formula using cell address and not this

a) Cell columns b) Cell contents c) Cell rows d) None of these

2.....has an interface similar to Windows NT

a)Ms word **b)Ms excel** c)Ms access d) PowerPoint

3. It conveys the visual presentation clearly and quickly in easy way during analysing the worksheet data

a. Auto formatting b.Conditional formatting **c.Chart** d.Borders

4. It stores data in the format of rows and columns

a.Queries **b.Tables** c.Forms d.Reports

5.....Is commonly used to automate financial statement

a) MS Microsoft word b) MS Microsoft access **c) Ms excel** d) MS PowerPoint

6. Where is the address of the active cell displayed?

a.Formula bar b.Status bar **c.Name box** d.Active cell

7..... Occupies the middle portion of the screen as window

a) Worksheet area b) Status line c) Control panel d) Workspace

8.....Is always active cell in a worksheet

- a)A1** b)A2 c)A3 d)A4

9.....Moves one cell to the right

- a)Ctrl+End **b)Tab** c)Enter d) Home

10. By using excel functions you can calculator formalus and

- a) Expression** b) Formulae c) Edit formulae d) Indentation

11.....Is used to undo the previous option

- a)Undo** b)Redo c) Ctrl+v d)None

12.....Protects the documents from unauthorized changes

- a) Protect document** b) Merge document c) Alignment d) None

13. Formula palette is used to?

- a) Format cell containing numbers **b) Created and edit formulas containing functions** c) Entered assumption

14. A spread sheet contains?

- a)Columns b)Rows **c)Rows and columns**

15. Statistical calculations and preparation of tables and graphs can be done using

- a)Adopephotoshop **b)Excel** c)Notepad d)PowerPoint

16. To open an existing workbook, click the open button on thetoolbar?

- a) Form **b) Standard** c) Drawing d) Status bar

17. Which among following is not associated with spelling dialogue box?

- a) Edit** b) Ignore all c) Ignore d)

18. What term describes a background that appears as a graing, non- smooth surface?

- a) Pattern **b) Gradient** c) Velvet d) Data

19. Which among the following is associated with excel?

- a)Graphic program **b) Spread sheet** c) Work area c)None

20. The cell reference for a range of cells that's started in cell c1 and goes over to column h and down to row 10 is?

- a) c1:10h **b) c1:h10** c) c1:h-10 d) c1:h,10

Unit IV

1. It presents the data in a print format

- a.Modules **b.Reports** c.RDBMS d.Wizard

2. Which function excel tells how many numeric entries are there?

- a)NUM **b)COUNT** c)SUM d)CHKNUM

3. Features that displays only the data in column(s) according to specified criteria

- a)Formula b)Sorting **c)Filtering** d)Pivot

4. Which field type will you select if you need to enter long text?

- a)Text **b)Memo** c)Currency d)Hyperlink

5. You can set page border in excel form

- a) Form boarder tab in format cells dialog box b) form border tool in formatting tool bar
c) Form line style tool in drawing toolbar **d) You cannot set page border in excel**

6. You can edit an embedded organization chart object by

- a) Double clicking the organization chart object** b) Clicking edit object c)None

7) In which method we don't need to specify the field type and size while creating a new table?

- a) Design view b)While using wizard **c)Create table by entering data** d)All of above

8. The size of yes/no field is always

- a)1 bit** b)1 byte c)1 character d) 1KB

9. Which operator is used to filter and display rows when all (two or more) conditions are satisfied

- a)RANGE b)IN **c)ALL** d)AND

10. _____controls all the main slide control task for the presentation

- a) Task pane** b) Task bar c) Control panel d) None of the above

11. It is a complete collection of data displayed in rows and columns
a.Data base b.Tables c.Wizard d.Field
12. What function displays row data in a column or column data in a row
a) Hyperlinks b) Rows c) **Transpose** d) Wrap text
13. _____ Stores the data in the format of rows and columns
a)Queries **b)Tables** c)Forms d)None of the above
14. It refersto the maximum number of character we can enter in the field
a) **Field size** b))Format c)Default value d)Caption
15. I t is a statement that communicates to access the kind of information need to extract from one or more tables
a)Tables **b)Queries** c)SQL view d)None of these
- 16.Run query is available in
a)Query menu b) Database c)Tables d)Wizard
- 17) It refers to the display layout for the field
a)Default value b)Validation rule c)Caption **d)Format**
- 18)It is a alphanumeric charaters upto 65,535 characters
a)Text **b)Memo** c)Currency d) OLE objects
19. It is the complete collection of data displayed in rows and coloumns
a)Data b)Database **c)Tables** d)Wizard
- 20) Print option is available in
a) Edit menu b) Insert menu **c)File menu** c)View menu

Unit V

1. The outline pane appears in
a.Slide sorter view **b.Slide show view** c.Normal view d.Notes pane
2. Which of these is not the view of PowerPoint
a)slide show view b)slide sorter view c)normal view **d)outline view**

3. What is the extension of powerpoint

- a).POT **b).PPT** c).PTP d) .PPE

4. What is the shortcut key to create new files, in powerpoint presentation?

- a)Ctrl+N** b)Ctrl+S c)Ctrl+M d)Shift +N

5. To open powerpoint from run dialog box, type ----

- a)Powerpoint b)Pwrpoint **c)Powerpnt** d)Powerpint

6. Which programme is used to create a presentation?

- a) Excel **b)Powerpoint** c)Access d)Outlook

7. what is the shortcut key to insert a new slide into the current presentation

- a)Ctrl+O **b)Ctrl+M** c)Ctrl+N d)Ctrl+F

8. Which menu thus have action button option?

- a) Tools b) Format c) Window **d) Slideshow**

9. Which option is used to create speaker notes in the PowerPoint Slide?

- a) Slide note b) Short notes c) Sound note **d) Notes view**

10. Which option is used to change shadow, text color and the color of the box in PowerPoint?

- a) Color schemes** b) Drawing tools c) Text tools d) Background color

11. How you can stop the slide show?

- a) Pressing delete button **b) Pressing esc button** c) Pressing right arrow d) Pressing left arrow

12. Hide slide option in power point is available in

- a. Notes page view **b.Slide show view** c.Slide sorter view d.Outline view

13. Which of the following is not a type of ms access database?

- a)Table b)Form **c)Worksheets** d)Modules

14. This data type allows alphanumeric characters and special symbols

- a)Memo **b)Text** c)Auto number d)Currency

15. Query design windows have two parts. The upper part shows

a) Name of fields, field type and size b) Sorting check boxes **c) Tables with fields and relationships between tables** d) None of the above

16. Which of the following is not a database object?

a) Form b) Tables c) Reports d) **Relationships**

17. Which of the following section does not exist in a slide layout?

a) Titles b) Lists c) Charts d) **Animations**

18. Which power point view works best for adding slide transition?

a) Slide sorter view b) Slide show view c) Notes view d) Outline view

19. PowerPoint presentations are widely used as

a) Note outlines for teachers b) Project presentations by students c) Communication of planning **d) All the above**

20. It contain the miniature representation of slides

a) Notes master **b) Handout masters** c) Inserting slides d) Viewing presentation

K2 LEVEL

1. How can you save a file under a new name?

The file/save as choice allows saving your document under a new name and/or document type

2. How can you create a drop cap?

It creates a large dropped initial capital letter.

3. Explain the table in ms word?

A table is a grid of rows and columns that intersect to form cells

4. Explain about paragraph formatting in word?

We can change the paragraph formatting in the default normal template for new documents as well as in existing documents

5. How do you check spelling mistakes in ms word?

Open the problem document,press Ctrl+A keys to select the entire text, select language and set proofing language and make sure the correct language is selected

6. What is mean by conditional formatting?

It is tool that allows to apply formats to a cell or range of cells and have that formatting change depending on the value of a formula.

7. How to animate a text in a powerpoint?

Select the text, on the animation tab click custom animation and click add effect.

8. What is the use of text direction?

In a shape or text box, we can change the direction in which text is read.

9. How to delete a break column?

Click the show/hide button on the home tab then click section break and press delete button from keyboard.

10. What is the short cut key to insert a page break?

Press <Ctrl> + <Enter>

Unit II

1. What is auto fit?

It resizes all or parts of the table column width,row, height,make multiple columns and change between cells in the table.

2. What is the use of letter wizard in ms word?

It helps to write a letter quickly and easily

3. How can you split cells?

Select the table and click split cells in the table menu

4. What do you understand the use of sort?

Sort text, numbers or dates in ascending order or descending order.

5. Which shortcut key used to enter help menu?

F1

6. What is the function of shift+F1

It shows the description or meanings of the commands in the menu bar,toolbar,scrollbars,margins etc.

7. What do you understand by the term margin?

Margin that is added to the binding side of page when printing

8. Which is not available on the ruler of ms word screen?

Centre of indent

9. Which is the short cut key for line break?

Shift+Enter

10. what is the use of All Caps” feature in ms-word?

It changes all selected text into capital letter

Unit III

1. What is the use of subtotal in Ms Excel?

It calculates subtotal and grand total values for the labeled columns we select. Excel automatically inserts and labels the total rows and outlines the list.

2. State the meaning of pivot table.

Pivot Table presets data in a summarized format and it helps in data base analysis

3. What is macro?

It is a series of key strokes that are stored as a single procedure.

4. What is spreadsheet?

A spreadsheet is an interactive computer application for organization, analysis and storage of data in tabular form

5. What is meant by advanced filtering?

Advanced filter in excel to create a list of unique items or to extract specific items to a different worksheet.

6. What do you understand by data validation?

It is a feature in excel used to control what a user can enter into a cell.

7. Which function in excel checks a condition is true or not?

IF

8. What type of chart is good for single series of data?

Pie chart

9. Which key is used to edit in ms excel?

F2

10. Which key is used to close workbook in ms excel?

Ctrl+w

Unit IV

1. What do you mean by database?

Database is a collection of information or records

2. Which short cut key is used to check spelling in MS Access?

ALT+F7

3. How can you open ms access programs?

Click start- programs-Microsoft access to open access 2000.

4. What is the use of data form in ms access?

The data form used to see,change,add,delete and find records in the list or database

5. What do you mean by update query?

With an update query we can change data in existing table.

6. State the meaning of append query

It adds a group of records from one or more tables to the end of one or more tables.

7. State the meaning of queries?

It is a request for data results and for action on data

8. What are modules?

Modules are procedures written in visual basic for application programming language.

9. Expand RDBMS

Relational Database Management System

10. Which shortcut key used to toggle between edit and navigation mode?

F2

Unit V

1. What is outline view?

It displays only the text of multiple slides in the outline form.

2. What do you mean by is auto content wizard?

It provides several slides with different content guides.

3. How can you print a page in power point?

Go to the file menu and choose print. The default setting is 6 slides per page.

4. What do you mean by slide sorter view?

Slide sorter view helps to see all the slides in our presentation on screen at a time

5. What is slide sorter view?

It allows the uses of a computer to see all the presentations in the power point at the same time

6. What is the short cut key used for the last action performed in powerpoint?

F4

7. What is the short cut key used to move mouse insertion point to the next panel in powerpoint?

F6

8. What is the use of the hide slide option?

It is used during the presentation to hide the selected slide

9. How to insert a table in a slide?

Click on the insert table in the contentpane of the blank slide

10. How can you stop the slide show?

By pressing ESC button we can stop the slide show

K3 LEVEL

Unit I

1. Write the characteristics of computers.
2. Write short notes on spelling and grammar in MS word.
3. What is header and footer in MS word?
4. How to insert a page number in a document?
5. What do you understand by foot note and end note?

Unit II

1. How to insert a picture in Ms Word?
2. Examine the word features
3. What is change case? Explain.
4. What do you by tabs? Explain.
5. What are the types of alignment?

Unit III

1. What are the features of excel?
2. What are the steps involved in creating and saving a work book in ms excel?
3. What is chart? What are the components involved in it.
4. How to insert date and time in excel?
5. How to delete rows, columns and cell ranges in MS Excel?

Unit IV

1. Explain the concept of database.
2. What are the different data types in MSAccess? Explain.
3. What are the short cut keys in MS Access?
4. Explain queries
5. What are the steps used to open a database?

Unit V

1. What are the four options available in PowerPoint?
2. Examine the four options in the opening power point dialogue box?
3. What is custom animation? How can you apply it for your slides?
4. Discuss you create organization chart in PowerPoint?
5. How to insert pictures in MS PowerPoint?

K4 LEVEL

Unit I

1. Discuss the evaluation of computers
2. What are the basic components in word document?
3. Describe finding and replacing text in ms word.
4. What are the toolbars available in view menu?
5. Give a detailed note on paragraph formatting.

Unit II

1. Write the steps to apply bullets and numbering in ms word.
2. What is mail merge? Explain the steps involved it.
3. What is the difference between undo and redo in ms word?
4. What do you mean by tabs? Explain the different tab positions.
5. How can you inserting symbols and open multiple documents in Word?

Unit III

1. Explain the various features of ms excel
2. Explain about various statistical and mathematical functions of ms excel.
3. What is cell address and cell reference? Discuss it.
4. Explain formatting worksheet?
5. How can you edit worksheet in MS Excel ?

Unit IV

1. Describe the seven database objects in Microsoft access
2. How can you create a pivot table in ms access?
3. Give a detailed answer about the concept of database.

4. Describe the steps involved in creating table by using table wizard in ms access.

5. Give a detailed note on queries in MS Access.

Unit V

1. How can you change the text attributes in Ms Powerpoint?

2. In how many ways can you view slides in a presentation in ms power point

3. What is slide transition? Explain the steps in it.

4. Explain view, insert and edit presentation

5. Discuss custom animation and slide transition.
