

BAGNAN COLLEGE
DEPT. OF COMMERCE
C.U. Practical Exam. (Online) – 2021
B.Com.(Honours+General)
SEMESTER – III

Time: 2 hours

Full Marks: 40

SEC 3.1 Chg

Module II

Information Technology & Its Application in Business

Full Marks -40

*The figures in the margins indicate full marks
Candidates are required to give their answers in MCQ form*

Answer all the questions:

20 X 2=40

- 1) Tables are organised in the form of
 - A. Rows and columns.
 - B. Rows or columns.
 - C. Only rows.
 - D. Only columns.
- 2) Merging of cells is done by
 - A. Selecting adjacent cells.
 - B. Selecting nonadjacent cells.
 - C. Both A and B.
 - D. None of these.
- 3) Mail merge is the feature in MS-Word found under the
 - A. Insert menu.
 - B. Home menu.
 - C. Mailings menu.
 - D. None of these.
- 4) Thesaurus is the feature to check
 - A. Synonyms of a word.
 - B. Spelling of a word.
 - C. Both A and B.
 - D. Neither A or B.
- 5) The extension of power point file is
 - A. .pptx
 - B. .docx
 - C. .xlsx
 - D. None of these.

- 6) Emphasis effect is used for
- A. Introducing the object on the slide during slide show.
 - B. Highlighting the object on the slide during slide show.
 - C. Move the object on a specific path in the slide during the slide show.
 - D. None of these.
- 7) Slide Transitions are
- A) The visual movements that we see when one slide changes to another slide during a slide show.
 - B) Special effects that added to text, image or other objects in a presentation.
 - C) Used to change the sequence in which the animations area to be played.
 - D) All of these.
- 8) Example of a Spreadsheet is
- A. MS- Access.
 - B. MS- Excel.
 - C. MS-Word
 - D. None of these.
- 9) Relative cell referencing is
- A. References of the cells containing the data, changes when the formula is copied from one cell to another cell.
 - B. References of the cells that remain constant even if the formula is copied or moved from one cell to another cell.
 - C. Both A and B.
 - D. Neither A nor B.
- 10) SUM function is used to
- A. Add the numbers of those cells that are not specified in the range.
 - B. Add all the numbers in the specified range of cells.
 - C. Add the numbers of both specified and unspecified cells.
 - D. None of the above.
- 11) IF function is a
- A. Logical function.
 - B. Mathematical function.
 - C. Financial function.
 - D. None of the above.
- 12) Line chart is
- A. In the form of long rectangular horizontal bars that illustrate comparison among individual items.
 - B. Displaying data in the form of sectors of a circle that make up a data series as a proportion of sum of items.
 - C. Connecting dots to display trends in data over a period of time.
 - D. None of these.
- 13) Goal seek feature is found in
- A. MS- Access.
 - B. MS – Excel.
 - C. MS – Word.
 - D. All of the above.

- 14) We can insert records in the tables of a MS- Access Database file in
- A. Design view.
 - B. Datasheet view.
 - C. Both A and B.
 - D. Neither A nor B.
- 15) Full form of SQL is
- A. Structure Query Language
 - B. Static Query Language
 - C. Superior Query Language
 - D. None of these.
- 16) Which one of the following is not a type of MS Access database object?
- A. Table
 - B. Form
 - C. Worksheets
 - D. Modules
- 17) Example of empty tag is
- A. <HEAD>
 - B.
 - C. <HR>
 - D. None of these.
- 18) BGCOLOR attribute is used to
- A. Change the background colour of the page.
 - B. Add a picture as the web page background.
 - C. Change the default text colour.
 - D. None of these.
- 19) H6 is the
- A. Largest heading
 - B. Smallest heading
 - C. Medium heading
 - D. None of these.
- 20) To write H₂O inside the page, the HTML code should be
- A. H ² O
 - B. H ₂ O
 - C. H 2 O
 - D. H <I> 2 </I> O