

S.S.R. DEGREE COLLEGE, (AUTONOMOUS)
NIZAMABAD (C.C:5029)
I SEMESTER INTERNAL ASSESSMENT I EXAMINATIONS
SUB: BA (COMPUTER APPLICATIONS)
QUESTION BANK

I. MULTIPLE CHOICE QUESTIONS

1. A byte consist of _____ [c]
a)1 bit b)4bits c)8 bits d)16 bits
2. The Two kinds of main memory are _____ [c]
a) primary and secondary b) ramdom and sequential
c)ROM and RAM d) ALL
3. Which of the following disk is a fixed disk _____ [a]
a) Hard disk b)Flash disk c)Blue-Ray disk d)DVD
4. Storage in Floppy disk is _____ [b]
a)Internal b)External c)both d)None
5. A non-erasable disk that stores digitized audio information is _____ [a]
a) CD b)CD-ROM c)DVD-R d)DVD-RW
6. Which statement is valid _____ [a]
a)1KB=1024 bytes b)1 MB=2048 bytes
c)1MB= 10000 kilobuytes d)1KB=100 bytes
7. Dot matrix is a type of _____ [b]
a) Tape b)printer c)disk d)plotter
8. A pointing device that can be directly used to draw lines on the screen is called [b]
a)Track ball b)Light pen c)Joy stick d)Mouse
9. _____ is an interface between the user and hardware of the system [a]
a)Operating system b)Microsoft word
c)software d)None
10. what is the default file extension for a word document [d]
a).pdf b).xls c).txt d).doc
11. which of the following is used to create a table of contents in MS Word [c]
a)Inset – table of contents b)Home -> table
c)References -> Table of contents d)view -> table of contents
12. what function us used to calculate the sum of a range of cells _____ [b]
a)ADD b)SUM c)AVERAGE d)COUNT
13. Where is the excel solver _____ [c]
a) In the view tab b)In the insert tab
c)In the formula tab d) In the home tab
14. which tab is used to add animations to your slides _____ [d]
a)Design b)inset c)Home d)Animations

15. what is transition in power point _____ [c]
 a) A way to print the slides b) A background color
 c) A visual effect between slides d) A type of font style
16. what is the shortcut to start a slideshow [b]
 a) shift+f5 b) F5 c) ctrl+s d) Alt+s
17. which of the following is not a characteristic of a computer _____ [d]
 a) versatility b) Accuracy c) Diligence d) I.Q
18. which of the following is not a type of computer code _____ [a]
 a) EDIC b) ASCII c) BCD d) EBCDIC
19. Which of the following can access the server _____ [a]
 a) web client b) user c) web browser d) web server
20. which component acts as the central nervous system of the computer by selecting and interpreting instructions _____ [c]
 a) ALU b) Register c) control unit d) memory

II. FILL IN THE BLANKS

- Input refers to the data and instructions given to the computer.
- Data is raw material used as input and information is processed data obtained as output of data processing.
- In Non-Impact printer, there is no direct contact between the print and paper.
- DOS allows users to retrieve a deleted file, using UNDELETE command.
- Multiprocessing systems have two or more CPUs which have the ability to execute two or more jobs simultaneously.
- Network as an interconnected collection of autonomous computers.
- Machine language is written in binary codes and easily understood by the computer.
- 1 BYTE = 8 bits, 1KB= 1024 bits, 1MB= 1024 KB, 1GB = 1024 MB.
- Data scanning devices are the input devices that enable direct data entry into a computer system.
- A subdirectory is created when a user opens an account in the computer system.
- Central processing is the brain of the computer where actual processing of data takes place.
- Microsoft word is a word processing used for creating, editing and formatting documents.
- MS Word Mail Merge allows users to create multiple copies of document, such as letters or envelopes with personalized content.
- The default line spacing in Ms Word is 1.15 lines.
- .xlsm file format is used to save excel workbooks with macros.
- The filter feature allows users to view only rows that match specific criteria hiding the rest.
- Formula in Excel always begin with an equal sign(=).
- Ctrl+s is the shortcut for saving an excel workbook.
- The slide master is used to make global changes to the slide layouts and design in the presentation.
- The insert tab is used to add shapes, text, pictures and other objects.

III. Descriptive Questions

1. What is computer and its characteristics?
2. What is memory and its types?
3. What is operating system and its functions?
4. What is Microsoft word? Explain the process to create word document?
5. What is Microsoft excel ? explain the process to create slides in power point?