Maulana Mazharul Haque Arabic & Persian University, Patna

Session : 2010

Time : 3 Hours

Subject Code: CF/I/11

Paper : I

Full Marks : 80

Answer in your own words as far as practicable.

Question 1 is compulsory; answer any 4 questions from the rest.

All Questions carry equal Marks

Q1. Objective Question

I)   A specialized software helps efficient and effective ceration manapulation and formating maintenance of any document is called.........................
   a) Database Management   b) Word Processor
   c) Document Management System   d) Word Formatter

II)   Left, Right, Justified are types of Paragraph......................................
   a) Indents   b) Margin
   c) Alignment   d) Spacing

III)   Mail merge involves...........................
   a) Creating a datasource   b) Creating a maindocuments
   c) Inserting merge fields   d) All of the above

IV)   A table is made up of................................ and ....
   a) Header, Footer   b) Rows, Column
   c) fields, Heading   d) All of the above

V)   Shortcut keys for copy and past, are..............................., ...
   a) Ctrl +X, Ctrl + V   b) Ctrl + X, Ctrl + C
   c) Ctrl +C, Ctrl + V   d) Ctrl + X, Ctrl + Y

VI)   Font size and style setting buttons can be found on .... toolbar
   a) Standard   b) Formatting
   c) Font   c) Status

VII)   Spelling and grammer is part of .... menu
   a) Edit   b) Format
   c) Tools   d) Table

VIII) Shortcut Keys for Save and Undo are .... , ...
   a) Ctrl + F, Ctrl + V   b) Ctrl + N, Ctrl + O
   c) Ctrl + X, Ctrl + N   d) Ctrl + Z, Ctrl + S

IX)   A file in Excel is called as ....
   a) Work Book   b) Work sheet

c) Work space   d) None of these

X) .... Performing addition of all numbers in a range without using a formula

a) Auto fill   b) Auto Correct

c) Auto Sum   d) Auto Complete

Answer any four questions from the following

Q.2 What is a Computer Difference between RAM and ROM?

Q.3 What is the System Software? What are different categories of system software?

Q.4 What is a spreadsheet and explain the cell address, cell and cell pointer?

Q.5 What can you do with windows explorer?

Q.6 What are queries? Name the type of queries?

Q 7 Explain table, forms, reports, micro and queries?