

Autumn(Odd) Semester Examination-2021

Course Code-PGAUC01 Course Title-Computer Application

I. Theology M.A /I/I

Full marks-40

Time: 2. 00 Hrs

Answer any twenty questions (2×20=40)

1. Which part of the computer is used for calculating and comparing?
a)ALU b)Control Unit c)Disc Unit d)Modem
2. The part of a computer that co-ordinates all its function is called as-
a)ROM program b)System board c)ALU d)CU
3. The _____ key will launch the start button
a)Esc b)Shift c)Window d)shortcut
4. Which of the following is a correct definition of volatile memory?
a) It does retain its contents a high temperature
b)It to be kept in air tight boxes
c)It loses its contents on failure of power supply
d)It does not lose its contents on failure of power supply.
5. _____ Memory in a computer is where information is temporarily stored while it is being accessed or worked on by the processor.
a)Logical b)Secondary c)ROM d)RAM
6. The simultaneously processing of two or more programs by multiple processor is
a)Multiprogramming b)Multi-tasking c)Time sharing d)Multi-processing
7. Windows operating system is _____ and _____
a)Multi-tasking, multi-user b) Multi-user, single-task
c) Multi-tasking, single-task d) Single-task, multi-user
8. _____ only uses text types one after another just as commands used in MS-DOS.
a)CUI b)CLI c)Both a & b d)GUI
9. Which one of the following file name is invalid in MS-DOS?
a)RIT.bat b)LISTEN.bin c)RLUA.btt d)TALK.bas
10. Which command lists the contents of current directory of a disk?
a)copy b)tree c)dir d)cd
11. Which commands creates a directory or sub directory?
a)dir b)mkdir c)md d)Both b & c

12. Which DOS command is used to delete a directory?
a)rd b)remove c)del d)delete
13. Internal commands in MS-DOS are
a)cls, rd, label b)dir,ren,sys c)time,type,dir d)del,disk copy,label
14. Which command displays the directory list including files in tree structure?
a)dir/s/f b)tree/fc)tree/s/f d)dir/f
15. In MS-word spelling check is a feature available in which tab?
a)File b)Home c)Reference d)Review
16. Which of the following justification align the text on both the sides left & right of margin?
a)Right b)Justify c)Both sides d)Button sides
17. Shortcut key to go to last line in document is:
a)ctrl+last b)ctrl+L c)ctrl+End d)Alt+L
18. The extension of saved file in MS-Excel is -
a).xml b).xas c).xlsx d).xll
19. In MS-Excel, the intersection of a column and a row is called-
a)cell b)grid c)table d)box
20. A collection of worksheets is called
a)Excel book b)Worksheets c)Excel sheets d)Workbook
21. Anything that is typed in a workbook appears-
a)in the formula bar only b)in the active cell only
c)in both active cell and formula bar d)all the above
22. In a worksheet in MS-Excel, what is the shortcut key to hide entire row?
a)ctrl+2 b)ctrl+i c)ctrl + -- d)ctrl+n