Paper Code - 3156

B.B.A. Semester-I
July - Sept -2021
Information Technology for Business (Theory)

કુલ સમય :– ૩૦ મીનીટ **કુલ પ્રશ્નો :** ૨૫ **વિદ્યાર્થીએ ટીક કરવાના પ્રશ્નો :** ૧૮

નોંધ : વિદ્યાર્થીએ માત્ર ૧૮ પ્રશ્નો જ ટીક કરવાના રહેશે. જો વધારે ટીક કરેલ હશે તો પ્રથમ ૧૮ પ્રશ્નો જ ગણતરીમાં લેવામાં આવશે.

1) In world today, most of the computers are :
A. Digital **B.** Hybrid **C.** Analog **D.** Complex

2) ALU stands for
A. Arithmatic logic unit **B.** Application logic unit **C.** Array logic unit **D.** None of above

3) Which of the following natural element is the primary element in computer chips?
A. Silicon **B.** Carbon **C.** Iron **D.** Uranium

4) Which of the following programs enables you to calculate numbers related to rows and columns?
A. Window program **B.** Spreadsheet program **C.** Graphics program **D.** Word program

5) Which of the following is an output device?
A. Keyboard **B.** Mouse **C.** Light pen **D.** Monitor

6) Which of the following is an input device?
A. Plotter **B.** Printer **C.** VDU **D.** Mouse

7) Which of the following is the extension of Power point?
A. .txt **B.** .xls **C.** .ppt **D.** .bmp

8) The word processing feature that catches most random typographical errors and misspellings is known as _____.
A. Grammar checker **B.** Spell checker **C.** Word checker **D.** None of the these

9) What is the mean of the Booting in the system?
A. Restarting computer **B.** Install the program **C.** To scan **D.** To turn off

10) Which one of the following groups contains graphical file extensions?
A. JPG, CPX, GCM **B.** GIF, TCE, WMF **C.** TCP, JPG, BMP **D.** JPG, GIF, BMP

11) Which of the following is equal to a gigabyte?
A. 1024 bytes **B.** 512 GB **C.** 1024 megabytes **D.** 1024 bits

12) What is the full form of RAM?
A. Remote Access Memory **B.** Random Access Memory
C. Remote Access Memory **D.** Random Access Memory

13) The find and replace option can be seen on _____ menu.
A. Edit **B.** View **C.** Insert **D.** Format

14) Which of the following is the smallest visual element on a video monitor?
A. Character **B.** Pixel **C.** Byte **D.** Bit

15) MS-word is an example of_____
A. An operating system **B.** A processing device **C.** Application software **D.** An input device

16. The tool used to find a similar word in a document is called:
A. Finder **B.** Thesaurus **C.** Dictionary **D.** Find and Replace

17. _____ is a spreadsheet developed by Microsoft.
A. Access **B.** Word **C.** Excel **D.** PowerPoint

18. LAN stands for.....
A. Limited Area Network **B.** Logical Area Network **C.** Local Area Network **D.** Large Area Network

19. In MS-Word, Bullets and Numbering are in the tab:
A. Insert **B.** View **C.** Home **D.** Design

20. _____ indicates the file is a word document.
A. .wrd **B.** .doc **C.** .wor **D.** None of these

21. Shortcut to insert a new slide in current presentation is:
A. Ctrl+M **B.** Ctrl+I **C.** Ctrl+S **D.** Ctrl+N

22. In MS-Excel, all formulas must begin with:
A. / **B.** (**C.** = **D.** %

23. Physical structure of computer is called :
A. Software **B.** Hardware **C.** Human ware **D.** All of these

24. Master view in PowerPoint Presentation include:
A. Slide **B.** Hand-out **C.** Notes **D.** All of these

25. Click _____ tab to add a new chart into a worksheet.
A. Design **B.** Insert **C.** Data **D.** None of these