

MCQ Type QUESTION PAPER FORMAT

(Undergraduate End Semester -IV Examination of the A.Y. 2020 - 21)

(Program)

Subject: ECONOMICS

Course ID: 41610

Course Code: (SP/ECO/404/SEC-2)

Course Title: Computer Applications in Economics

Full Marks: 40

Time: 2 Hours

Answer any twenty questions

20 x 2 = 40

1. _____ are used to organise files in your computer?
 - a. Folders
 - b. Files
 - c. Windows
 - d. MS Office
2. _____ click is used to open a file or folder
 - a. Single
 - b. Double
 - c. Right
 - d. None of the above
3. “Ctrl + Z” is the shortcut key for
 - a. Save file
 - b. Cut
 - c. Paste
 - d. Undo
4. Word Processing software is also known as
 - a. MS Word
 - b. MS Excel
 - c. MS Paint
 - d. MS Windows
5. In MS Word what is gutter margin?
 - a. Margin that is added to the left margin when printing

- b. margin that is added to right margin when printing
- c. Margin that is added to the binding side of page when printing
- d. Margin that is added to the outside of page when printing

6. In MS Word which can be used for quick access to commonly used comments and tools

- a. Status bar
- b. Tool bar
- c. Menu bar
- d. Title bar

7. Which teams are placed at the end of a document

- a. Footer
- b. Foot Note
- c. End Note
- d. Header

8. A number of letter that appears little above the normal text

- a. Superscript
- b. Subscript
- c. Supertext
- d. Toptext

9. A number of letter that appears little below the normal text

- a. Superscript
- b. Subscript
- c. Supertext
- d. Below text

10. We can change the thickness of a line from _____

- a. Line width
- b. Line height
- c. Line thick
- d. Line style

11. How can you remove borders applied in cells in MS Excel?

- a. Choose None on Border tab of Format cells
- b. Open the list on Border tool in Format Cell toolbar then choose first tool (none)
- c. Both of above
- d. None of above

12. Where can you set the shading colour for a range of cells in Excel?

- a. Choose required colour from Patterns tab of Format Cells dialog box
- b. Choose required colour on Fill Colour tool in Formatting toolbar
- c. Choose required colour on Fill Colour tool in Drawing toolbar
- d. All of above

13. You can set Page Border in Excel from

- a. From Border tab in Format Cells dialog box
- b. From Border tool in Formatting toolbar
- c. From Line Style tool in Drawing toolbar
- d. You cannot set page border in Excel

14. In Microsoft Excel spreadsheets, rows are labelled as _____

- a. 1,2,3,.....
- b. A,B,C,....
- c. A1,B1,C1....
- d. I,II,III,.....

15. In Microsoft Excel spreadsheets, COLUMNS are labelled as _____

- a. 1,2,3,.....
- b. A,B,C,....
- c. A1,B1,C1....
- d. I,II,III,.....

16. Select correct statement

- a. Each Excel workbook can contain multiple worksheets.
- b. Each Excel worksheet can contain multiple workbooks.
- c. Each Excel workbook can contain multiple spreadsheets.
- d. Each Excel worksheet can contain multiple spreadsheets.

17. Data graphed as slices of a circular area is a

- a. Bar chart
- b. Pie chart
- c. Scatter plot
- d. Column chart

18. Which key is used for multiplication MS Excel?

- a. X
- b. >
- c. *
- d. !

19. Which key is used for division in MS Excel?

- a. %
- b. /
- c. !
- d. \

20. Which would you choose to create a bar diagram?

- a. Edit, chart
- b. Insert, chart
- c. Tools, chart
- d. Format, chart

21. What are the tabs that appear at the bottom of each workbook called?

- a. Reference tab
- b. Position tabs
- c. Location tabs
- d. Sheet tabs

22. The first cell in MS Excel worksheet is labelled as

- a. AA
- b. A1
- c. Aa
- d. A0

23. B7:B9 in MS Excel indicates,

- a. Cells B7 and Cell B9 only
- b. Cells B7 through B9
- c. Cell B8 only
- d. None of the above

24. How do you inset a row in MS Excel?

- a. Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
- b. Select the row heading where you want to insert the new row and select Edit >Row from the menu
- c. Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar
- d. All of the above

25. How do you select an entire column in MS Excel?

- a. Select Edit > Select > Column from the menu
- b. Click the column heading letter

- c. Hold down the shift key as you click anywhere in the column
- d. Hold down the Ctrl key as you click anywhere in the column