

# MCQ FOR

## INTRODUCTION TO OFFICE PACKAGES AND OPERATING PLATFORMS

### B.C.A – SEM.-1

1.	In Ms-Dos what command you will use to display system date? a. Date command      b. Ver command      c. Disk command      d. Format command  <b>Correct Answer: a. Date command</b>	A
2.	While working with Ms-Dos which command transfers a specific file from one disk to another? a. Copy      b. Diskcopy      c. Time      d. Rename  <b>Correct Answer: a. Copy</b>	A
3.	Which command lists the contents of current directory of a disk a. Copy      b. Tree      c. Cd      d. Dir  <b>Correct Answer: Dir</b>	D
4.	Which command creates a directory or subdirectory? a. Dir      b. Mkdir      c. Md      d. Both b and c  <b>Correct Answer: d. Both b and c</b>	D
5.	Which command is used to delete the directory that is empty? a. Del *.*      b. RD      c. Erase      d. MD  <b>Correct Answer: b. RD</b>	B
6.	Which file is the batch file that is read while booting a computer? a. Autoexec.bat      b. Auto-batch      c. Autoexecutive.bat      d. Auto.bat  <b>Correct Answer: a</b>	A
7.	Which command is used to clear the screen a. Cls      b. Clear      c. Clsreen      d. All of above  <b>Correct Answer: a</b>	A
8.	What is the name of the batch file that is automatically run when MSDOS is booted? a. Run.bat      b. Config.sys      c. Config.bat      d. Autoexec.bat  <b>Correct Answer: d</b>	D
9.	.....share characteristics with both hardware and software	A



	a. Operating system    b. Software    c. Data    d. None <b>Correct Answer: a</b>	
10.	Which of the following option is responsible to repeat a text or graphics at the top of every page? a. Header    b. Footer    c. Footnote    d. Endnote <b>Ans. a. Header</b>	A
11.	Which menu option is used to insert Page Number in the Footer Workspace? a. Insert->Page Number                      b. Insert->Footer->Page Number c. Insert->Fields->Page Number    d. Insert->Fields->Page No. <b>Ans. c. Insert-&gt;Fields-&gt;Page Number</b>	C
12.	In which menu option do you find the option to activate or deactivate the Autocorrect option? a. View              b. Format              c. Table              d. Tools <b>Ans. b. Format</b>	B
13.	Which menu option of the menu bar is used to Mail Merge a document? a. View              b. Format              c. Table              d. Tools <b>Ans. d. Tools</b>	D
14.	To activate the Autocorrect option you need to click on the Autocorrect->While Typing option of the _____ menu bar. a. File              b. Format              c. Table              d. Tools <b>Ans. b. Format</b>	B
15.	Which among the following OpenOffice package is a spreadsheet application? a. Writer              b. Calc              c. Impress              d. Base <b>Ans. b. Calc</b>	B
16.	The default name for a OpenOffice Workbook is _____. a. Workbook1              b. Worksheet 1              c. Sheet 1              d. Untitled 1 <b>Ans. d. Untitled 1</b>	D
17.	What is the total number of rows in a Calc Worksheet? a. 256              b. 1024              c. 1048576              d. 1048578 <b>Ans. c. 1048576</b>	C
18.	A Cell range always has the _____ symbol between the cell references. a. ; (semicolon)    b. . (fullstop)    c. , (comma)    d. : (colon)	D



	<b>Ans. d. : (colon)</b>	
19.	<p>The cell which is currently being used is called _____.</p> <p>a. Current Cell      b. Active Cell      c. Start Cell      d. Editing Cell</p> <p><b>Ans. b. Active Cell</b></p>	B
20.	<p>Which of the following function key is used for editing in a cell?</p> <p>a. F1      b. F2      c. F3      d. F4</p> <p><b>Ans. b. F2</b></p>	B
21.	<p>The default extension of Calc file is _____.</p> <p>a. .odf      b. .odw      c. .ods      d. .odcalc</p> <p><b>Ans. c. .ods</b></p>	C
22.	<p>Which among the following keyboard combination is used to save a Calc file using a different name?</p> <p>a. Ctrl + S      b.      Ctrl + S + A      c. Ctrl + A      d. Ctrl + Shift + S</p> <p><b>Ans. d. Ctrl + Shift + S</b></p>	D
23.	<p>What is the last column row heading in a Worksheet?</p> <p>a. AMJ      b. XYZ      c. PQR      d. ZZZ</p> <p><b>Ans.a. AMJ</b></p>	A
24.	<p>In which deck of the Sidebar do you find the different layouts?</p> <p>a. Properties      b. Gallery      c. Custom Animation      d. Master Pages</p> <p><b>Ans. a. Properties</b></p>	A
25.	<p>Which package in the OpenOffice suite is used as a presentation software?</p> <p>a. Writer      b. Calc      c. OpenOffice Impress      d. Base</p> <p><b>Ans. C.OpenOffice Impress</b></p>	C
26.	AOO Stands for: Apache OpenOffice	
27.	<p>What is Apache OpenOffice?</p> <p>Apache OpenOffice is an open-source office productivity suite used to create and edit documents (Writer), presentations (Impress), spreadsheets (Calc), graphics (Draw), mathematical formulas (Math) and databases (Base).</p>	
28.	<p>Go to end of document</p> <p>a. Ctrl + S      b. Alt+End      c. Ctrl + A      d. Ctrl+End</p> <p><b>Ans. d. Ctrl+End</b></p>	D
29.	<p>In which short cut key is use for Justify the text.</p> <p>a. Ctrl + J      b. Alt+J      c. Ctrl + A      d. Ctrl+End</p>	A



	Ans. a. Ctrl+J	
30.	Go to beginning of line a. Ctrl + Home      b. Home      c. Alt + Home      d. None Ans. b. Home	B
31.	Find and Replace. a. Alt+F      b. Ctrl+R      c. Ctrl+F+R      d. Ctrl+F Ans. d. Ctrl+F	D
32.	which short cut key is use for View Slide Show a. F1      b. F2      c. F5      d. F6 Ans. d. F5	C
33.	Redo last action a. Ctrl+z      b. Alt+y      c. Ctrl+R      d. Ctrl + Y Ans. d. Ctrl + Y	D
34.	Ctrl + Home : Moves the cursor to the first cell in the sheet (A1)	
35.	Ctrl + End : Moves the cursor to the last cell on the sheet that contains data	
36.	Ctrl + P: Prints document	
37.	In Calc formula star with_____ symbol. a. +      b. ====      c. <>      d. = Ans. d. =	D
38.	Which command is used to display the operating system name a) os      b) Unix      c) kernel      d) uname Answer:d	D
39.	Which command is used to display the unix version a) uname -r      b) uname -n      c) uname -t      d) kernel Answer:a	A
40.	Which command is used to print a file a) print      b) ptr      c) lpr      d) none of the above Answer:c	C
41.	Which of the following file extensions is not compatible with Open Office Writer? A) .xt B) .doc	D



	C) .sxw D) .csv	
42	Recently deleted files are stored in A) Recycle bin B) Desktop C) Taskbar D) My computer	A
43	A small part of taskbar that has icons of background running applications is A) Start button B) Quick launch C) Task bar D) System tray	D
44	An operating system version designed for use with a tablet PC is Microsoft Windows XP A) Home edition B) Media center edition C) Tablet PC edition D) None of the above	C
45	Which runs on computer hardware and serve as platform for other software to run on? A) Operating System B) Application Software C) System Software D) All	A
46	The contains commands associated with the My Computer window A) Standard menu B) Start menu C) System menu D) None of the above	C
47	Taskbar is used for A) Navigation program B) Switching between program	D



	<p>C) Start a program</p> <p>D) All of above</p>	
48	<p>The operating system is the most common type of Software</p> <p>A Communication</p> <p>B Application</p> <p>C System</p> <p>D Word processing software</p>	C
49	<p>The Basic Input Output System (BIOS) resides in</p> <p>a) RAM b) ROM c) The CPU d) Memory Cache</p>	B
50	<p>Which is not an external command?</p> <p>a) Edit b) XCOPY c) Sys d) None of the above</p>	D
51	<p>Which is not application software?</p> <p>a) Windows NT b) Page Maker c) WinWord XP d) Photoshop</p>	A
52	<p>The ..... program compresses large files into a smaller file</p> <p>a) WinZip b) WinShrink c) WinStyle d) None of above</p>	A
53	<p>Which of the following file extensions is not compatible with Open Office Writer?</p> <p>a) .txt b) .doc c) .sxw d) .csv</p>	D
54	<p>The ____ allows you to create various objects of the database, such as tables, queries, forms, and reports.</p> <p>a) Database Object buttons b) Title bar c) Menu bar d) Toolbar</p>	A
55	<p>Which of the following is not the correct method of editing the cell content?</p> <p>A) <b>Press the Alt key</b> B) Press the F2 key</p> <p>C) Click the formula bar D) Double click the cell</p>	A
56	<p>Which function will you use to enter current time in a worksheet cell?</p> <p>A) =today() B) =now() C) =time() D) =current Time()</p>	B
57	<p>To protect a worksheet, you can choose Protection and the Protect Sheet from the ..... menu</p> <p>a) Edit b) Format c) Tools d) Data</p>	C
58	<p>You can quickly change the appearance of your work by choosing Auto Format from the .... Menu</p> <p>a) Edit b) View c) <b>Format</b> d) Tools</p>	C
59	<p>To copy cell contents using drag and drop, press the</p>	D



	a) End key      b) Shift key      c) Esc key      d) <b>None of above</b>	
60	In a spreadsheet, letters are used to represent _____ a) Cells   b) Rows   c) Columns   d) Blocks	C
61	Which of the following isn't a part of a spreadsheet? a) row number   b) column number   c) column letter   d) cell address	B
62	Spreadsheets cannot:  a) do calculations   b) create graphics   c) plot graphs   d) plot charts	B
63	_____ help us to see patterns. a) Spreadsheets   b) Calculations   c) Charts   d) Graphs	C
64	An easier way to set up complicated calculations. a) Decimals   b) Fractions   c) Booleans   d) Functions	D
65	In a computer spreadsheet, tool used to construct formulas is called A) formula bar   B) filter   C) auditing toolbar   D) format printer	A
66	Computer spreadsheet cell that is highlighted with a heavy border is a  A) active cell   B) cell containing a formula   C) locked cell   D) cell	A
67	In a computer, correct row address is A ) AA   B) 25   C) 3B   D) C5	B
68	The spelling dialog box can be involved by choosing spelling from ____ menu. A) insert   B) file   C) view   D) tools	D
69	How can we stop a slide show ? A) Press the right arrow   B) Press Escape   C) Press Ctrl + A   D) Press Ctrl + S	B
70	To print powerpoint presentation, press : A) Ctrl + A   B) Ctrl + Shift + P   C) Ctrl + P   D) CTRL + S	C

## Question Bank/Assignment



## Introduction to Office Packages and Operating Platforms

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**Q-1. Attempt the following**

1. What is batch file?
2. State the difference between DOS internal and external commands.
3. List out the various operations performed on files.
4. Define: accessories.
5. Define: open office. List out various open office package tools.
6. Write down the short cut keys for [1] undo [2] redo operations
7. State the use of spreadsheet application.
8. What is form?
9. Define : [1] slide show [2] slide transition
10. What are the short cut keys for [1] left justified [2] right justified
11. List out Internal Dos commands.
12. Full forms of DOS and GUI.
13. Short cut key of: Save and Open File.
14. List Out Types Menu in Writer.
15. Advantage of Open Office.
16. What are Header and Footer?
17. Short cut key of Slideshow.
18. What is Presentation?
19. What is Database or Base?
20. Short cut key of Spelling and Grammar Checking.





## Q-2. Attempt the following

1. Define: DOS. Describe DOS internal commands with example.
2. What are the advantages of Linux? Explain shell script in detail.
3. List out the various components of control panel. Explain how to add / remove programs
4. Explain various formatting operations on document.
5. How to create table in word processor? Discuss various operations performed on table
6. State the use of mail merge. Write down the steps how to create it.
7. Explain how to apply sorting and filtering in spreadsheet file in detail.
8. Which are the various types of charts? Explain how to create chart.
9. How to write formula in calc? Discuss mathematical functions with example.
10. What is presentation? Explain how to create a slide.
11. Define: custom animation. Also describe various slide show effects in detail
12. What is report? Write down the steps to create report.
13. What is DOS? Explain Internal DOS command.
14. What is Batch file? Explain batch file with example.
15. Explain Rename, Delete and Copy of folder with steps for how it is create.
16. Write a step to create Pivot table in calc.
17. What is Find and Replace? Explain find and replace in writer.
18. What is Mail Merge? Write down the steps for mail merge.
19. Explain Features of writer.
20. What is Chart? Write a step to create chart in calc.
21. Explain Presentation (impress) in details.
22. What is Table? Write steps to create table in base.

