TYBCOM SEM VI- CSA (PRACTICE MCQ SET)

1.	In SSL	encryption is done using key.		
	a.	Public		
	b.	Private		
	C.	Session		
	d.	Symmetric		
2.		is an online retail store.		
	a.	Portal		
	b.	Service provider		
	C.	E-Tailer		
	d.	Content provider		
3.	Identif	y the identity of a person or entity with whom you are dealing on internet is known		
	as	as		
	a.	Integrity		
	b.	Authenticity		
	C.	Authorization		
	d.	None of this		
4.		means that the information being displayed on a web site/ transmitted. Received		
		ne internet has not been changed in any way by an un-authorized party		
	a.	Integrity		
	b.	Authenticity		
	c.	Authorization		
	d.	None of these		
5.	In pub	lic key encryption keys are used.		
	i.	Public and private		
	ii.	Only public		
	iii.	Only private		
	iv.	Session		
6.	SET is developed by association led by			
	a.	Master card and visa		
	b.	Master caard		
	C.	Visa		
	d.	Rupay		
7.	The technology behind M-commerce is based on			
	a.	HTTP		
	b.	HTTPS		
	C.	WAP		
	d.	POP		
8.	Paypal	is an example of		
	a.	Digital cash		
	b.	Online stored value		
	c.	Credit card		
	d.	None of these		
9.		is virtual representation of physical market.		
	a.	EDI		

	b.	Electronic market
	c.	E- commerce
	d.	Internet commerce
10.		allow you paperless transaction.
	a.	EDI
	b.	Electronic market
	c.	E- commerce
	d.	Internet commerce
11.		means the information being displayed on a websites or transmitted or received
	ove	er the internet has not been changed in any way by an unauthorized party.
	a.	Integrity
	b.	Confidentiality
	c.	Authenticity
	d.	Privacy
12.	Th	e protocol used for M-Commerce is
	a.	Internet protocol
	b.	Mobile internet protocol
	c.	WAP
	d.	None of these
13.	In	encryption is performed with session key
	a.	Public key
	b.	Private key
	c.	SSL
	d.	SET
14.	Ful	ll form of SET is
	A.	Secure electric transaction
	B.	Secure electronic transaction
	C.	Shopping electronic transaction
	D.	Shopping electric transaction
15.	Ol	x.com is an example of
	a.	B2B
	b.	B2C
	c.	C2C
	d.	C2B
16.		are sites that creates a digital online environment where people with
	sin	nilar interest can transact.
	a.	Community provider
	b.	Market creator
	c.	Portal
		Service provider
17.	Fil	pkart.com is an example of
		B2B
		B2C
		C2C
		C2B
18.	No	rmally in M-Commerce language used to create webpage is

	a.	HTML
	b.	WML
	c.	VB
	d.	XML
19.		is an art of attempting to acquire information by masked as trustworthy
	eni	itity.
	a.	Hacking
		Phishing
	c.	Sniffing
	d.	Spoofing
20.	SS	L can be used only with
	a.	FTP
	b.	HTTP
	c.	SMTP
	d.	POP
21.		means converting plain text to cipher text.
		Encryprtion
		Decryption
		Conversion
	d.	De-conversion
22.		means converting cipher text to plain text.
		Encryprtion
		Decryption
		Conversion
	d.	De-conversion De-conversion
23.	-	public key Encryption key is used for encryption.
		Receiver's public
		Receiver's private
		Sender's public
		Sender's private
24.		public key Encryption key is used for Decryption.
	a.	Receiver's public
	b.	Receiver's private
		Sender's public
		Sender's private
25.		can rea the cipher text.
		Sender
		Receiver
		Any one
		No one
26.		hen message and data are available only to those who are authorized to view them is
		own as
	a.	Integrity
		Confidentiality
		Authenticity
		Privacy
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27. The dimension of e-commerce that enables commerce across national boundaries is
called
a. interactivity.
b. global reach.
c. richness.
d. ubiquity.
28. E-commerce technologies have improved upon traditional commerce technologies
in
a. richness.
b. reach.
c. both richness and reach.
d. neither richness nor reach.
29. Which one of the following is not one of the major types of e-commerce?
a. C2B.
b. B2C.
c. B2B.
d. C2C.
30. Compared to B2C e-commerce, B2B e-commerce is
a. Of equal size.
b. Slightly smaller.
c. Slightly larger.
d. Much larger.
31. Which of the following is not considered to be one of the three phases of e-commerce?
a. Innovation.
b. Consolidation.
c. Preservation.
d. Reinvention.
32. The idealistic market envisioned at the outset of the development of e-commerce is called
a
a. Bailey market.
b. Baxter market.
c. Bergman market.
d. Bertrand market.
33. The primary source of financing during the early years of e-commerce was
a. Bank loans.
b. Large retail firms.
c. Venture capital funds.
d. Initial public offerings.
34. The type of firms that benefited the most during the consolidation period of e-commerce
were
a. Large, traditional firms.
b. First movers.
c. Pure online companies.
d. ISPs
35. All of the following are technologies used to gather information about you online except

	a.	Spy ware.
	b.	Cookies.
	c.	Gmail.
	d.	Anonymizers.
36.		is the set of planned activities designed to result in a profit in a
		rketplace.
		Business model.
	b.	Profit model.
	c.	Business plan.
		Revenue model.
37.		e source of revenue in a subscription revenue model is
		Fees from advertisers in exchange for advertisements.
		Fees for business referrals.
		Fees from subscribers in exchange for access to content or services.
		Fees for enabling or execution a transaction.
38.		nich of the following is an example of a portal?
	a.	Amazon.
		eBay.
		Yahoo.
	d.	Face book
39.		of the following are major B2C business models except
٠,٠		content provider.
		industry consortium.
		transaction broker.
		service provider.
40.		e business model involves an independently owned vertical digital
		rketplace for direct inputs.
		e-distributor.
		exchange.
		e-procurement.
		private industrial network.
41		mpared to Internet users, the number of cell phone subscribers is
		about the same.
		slightly fewer.
		much fewer.
		much larger.
	ν.	much larger.
42.	Ind	lustry structure is defined as
		the nature of the players in an industry and their relative bargaining power.
		a set of plans for achieving long term returns on the capital invested in a business firm.
		set of planned activities designed to result in a profit in a marketplace.
		how a company's product or service fulfills the needs of customers.
	-	1
43.	The	e area of actual or potential commercial value in which a company intends to operate
		l
		market space.

	B. marketplace.C. perfect market.D. Bertrand market.
44.	A perfect market is one in which A. One firm develops an advantage based on a factor of production that other firms cannot purchase. B. One participant in the market has more resources than the others. C. there are no competitive advantages or asymmetries because all firms have equal access to all the factors to production. D. competition is at a minimum, as each niche market within an industry is served by the company with the greatest competitive advantage.
45.	Which of the following is not a horizontal portal? A. AOL. B. Yahoo. C. Sailnet. D. MSN/Windows Live.
46.	A situation where there are no differences among products or services, and the only basis of choosing products is price is known as A. a value web. B. value chain. C. profit. D. commoditization.
47.	A strategy designed to compete in all markets around the globe is called a strategy. A. scope. B. differentiation. C. cost. D. focus.
48.	Which of the following is not one of the stages of the development of the Internet? A. Innovation. B. Institutionalization. C. Globalization. D. Commercialization.
49.	In 1961, published a paper on "packet switching" networks. A. Leonard Kleinrock. B. Ray Tomlinson. C. Bob Metcalfe. D. Vint Cerf.
50.	The component of TCP/IP that provides the Internet's addressing scheme and is responsible for the actual delivery of packets is

	A. TCP. B. IP. C. the Network Layer. D. the Application Layer
51.	Which of the following connections allows the fastest download speeds? A. DSL. B. cable modem. C. T1. D. T3.
52.	Which of the following is not a limitation of the current Internet? A. insufficient capacity throughout the backbone. B. network architecture limitations. C. insufficient reach. D. best-efforts QOS.
53.	All of the following are goals of Internet2 except A. Creating a leading-edge very high-speed network capability for the national research community. B. Eliminating censorship from the Internet. C. Enabling revolutionary Internet applications. D. Ensuring the rapid transfer of new network services and applications to the broader Internet community.
54.	Which of the following is a new and disruptive Web feature or service? A. XML. B. diffserv. C. blogs. D. CDMA.
55.	All of the following are examples of 2G wireless phone technologies except A. CDMA. B. W-CDMA. C. TDMA. D. GSM.
56.	All of the following are wireless Internet access network technologies except A. Wi-Fi B. Bluetooth. C. Zigbee. D. GigaPoP.
57.	Internet users account for about of the world's population. A. 7% B. 17%

C	2. 27%
D	0. 47%
58. W	Which of the following was the first commercial Web browser?
	Mosaic.
В	. Mozilla.
	. Netscape Navigator.
	. Internet Explorer
59. A	all of the following are steps in the systems development life cycle except
	Systems Design.
В	. Testing.
C	. Implementation.
D	Debugging.
	describes the flow of information at your e-commerce site and the afrastructure that will be used in the system.
A	system design.
В	. logical design.
C	. tactical design
D	e. physical design.
MS EXC	EEL
1. Y	ou can use the formula pallette to
	ormat cells containing numbers
	reate and edit formula containing functions
*	nter assumptions data D) copy a range of cells
2 W	Then a range is selected, how can you activate the previous cell?
	ress the Alt key B) Press Tab C) Press Enter D) None of above
A) I	ress the Alt Rey B) Fress Fab C) Fress Eliter B) None of above
3. W cell?	hich tool you will use to join some cells and place the content at the middle of joined
A) F	rom Format Cells dialog box click on Merge Cells check box
B) F:	rom Format Cells dialog box select the Centered alignment
	rom Format Cells dialog box choose Merge and Center check box
	lick on Merge and Center tool on formatting toolbar
4. Ta	ab scroll buttons are place on Excel screen
	owards the bottom right corner B) towards the bottom left corner
	owards the top right corner D) towards the top left corner
.,	1 U

5. The Name box on to the left of formula bar A) shows the name of workbook currently working on
B) shows the name of worksheet currently working on
C) shows the name of cell or range currently working on D) None of above
6. Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?
A) work sheet B) chart sheet C) module sheet D) data sheet
7. Which of the following is not the correct method of editing the cell content?
A) Press the Alt key B) Press the F2 key
C) Click the formula bar D) Double click the cell
8. You can merge the main document with data source in Excel. In mail merge operation, Word is usually
A) server B) source C) client D) none
9. How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?
A) F8 B) F9 C) F10 D) F11
11. Where can you change automatic or manual calculation mode in Excel?
A) Double CAL indicator on status bar P) Go to Tools >> Ontions >> Coloulation and mark the corresponding radio button
B) Go to Tools >> Options >> Calculation and mark the corresponding radio buttonC) Both of aboveD) None of above
13. Which of the following Excel screen components can NOT be turned on or off?
A) Formula Bar B) Status Bar C) Tool Bar D) None of above
14. What happens when you press Ctrl + X after selecting some cells in Excel?A) The cell content of selected cells disappear from cell and stored in clipboard
B) The cells selected are marked for cutting
C) The selected cells are deleted and the cells are shifted left
D) The selected cells are deleted and cells are shifted up
15 Which of the following option is not available in Pasta Special dialog boy?
15. Which of the following option is not available in Paste Special dialog box?A) AddB) SubtractC) DivideD) SQRT

16. Which command will you choose to convert a column of data into row?			
A) Cut and Paste	B) Edit >> Paste Special >> Transpose		
C) Both of above	D) None of abov	e	
17. It is acceptable to let lon	g text flow into ad	jacent cells on a worksheet when	
A) data will be entered in th	J		
B) no data will be entered in	· ·		
C) there is no suitable abbre			
D) there is not time to forma	at the text		
18. Which of the cell pointe	r indicates you that	t you can make selection?	
A) Doctor's symbol (Big Pl	us)	B) small thin plus icon	
C) Mouse Pointer with anch	or at the tip	D) None of above	
19. Which of the cell pointe	r indicates that you	r can fill sarias?	
A) Doctor's symbol (Big Pl	<u>•</u>	B) small thin plus icon	
C) Mouse Pointer with anch		D) None of above	
,	1	,	
20. Which of the cell pointe	r indicate that you	can move the content to other cell?	
A) Doctor's symbol (Big Pl	*	B) small thin plus icon	
C) Mouse Pointer with anch	or at the tip	D) None of above	
21. You can auto fit the wid	th of column by		
A) double clicking on the co	olumn name on col	umn header	
A) double clicking on the column name on column header B) Double click on the cell pointer in worksheet			
C) Double clicking on colur	-		
D) Double clicking on the co	olumn left border o	of column header	
22. Long text can be broken	down into many li	ines within a cell. You can do this through	
A) Wrap Text in Format >> Cells B) Justify in Edit >> Cells			
C) Text Wraping in Format >> Cells, Layout tab D) All of above			
22 MC E	1.f	on in Elli Conice dieles ber	
23. MS Excel provides the default value for step in Fill Series dialog box A) 0 B) 1 C) 5 D) 10			
A) 0 B) 1 C) 5	D) 10		

24. When a row of data is to be converted into columns

A) Copy the cells in row, select the same number of cells in row and paste

B) Copy the cells in column then choose Edit >> Paste Special, then click Transpose and OK C) Copy the cells then go to Format >> Cells then on Alignment tab click Transpose check			
box and click OK			
D) Select the cells then place the cell pointer on new cell and choose Edit >> Paste Special,			
mark Transpose check box and click OK.			
25. Ctrl + D shortcut key in Excel will			
A) Open the font dialog box B) Apply double underline for the active cell			
C) Fill down in the selection D) None of above			
26. The short cut key Ctrl + R is used in Excel to			
A) Right align the content of cell B) Remove the cell contents of selected cells			
C) Fill the selection with active cells to the right D) None of above			
27. The command Edit >> Fill Across Worksheet is active only when			
A) One sheet is selected B) When many sheets are selected			
C) When no sheet is selected D) None of above			
b) When he should be selected by I work of accive			
28. Which of the following series type is not valid for Fill Series dialog box?			
A) Linear B) Growth C) Autofill D) Time			
29. Which of the following you can paste selectively using Paste Special command?			
A) Validation B) Formats C) Formulas D) All of above			
30. Paste Special allows some operation while you paste to new cell. Which of the following			
operation is valid?			
A) Square B) Percentage C) Goal Seek D) Divide			
31. Edit >> Delete command			
A) Deletes the content of a cell B) Deletes Formats of cell			
C) Deletes the comment of cell D) Deletes selected cells			
32. To remove the content of selected cells you must issue command			
A) Edit >> Delete B) Edit >> Clear >> Contents C) Edit >> Clear >> All			
D) Data >> Delete			
D) Duit // Dolott			
33. The Delete key of keyboard is assigned to which command in Excel?			
A) Edit >> Clear >> Contents B) Edit >> Clear >> All			
C) Edit >> Delete D) All of above			

34. If you need to remove only the formatting done in a range (numbers and formula typed
there should not be removed), you must
A) From Edit menu choose Clear and then Formats D) From Edit many choose Delete
B) From Edit menu choose Delete C) Click on Pemove Formatting tool on Standard Toolbor
C) Click on Remove Formatting tool on Standard Toolbar D) Double click the Format Painter and then press Esc key in keyboard
D) Double thek the Format Familer and then press Ese key in keyboard
35. By default Excel provides 3 worksheets. You need only two of them, how will you delete the third one?
A) Right click on Sheet Tab of third sheet and choose Delete from the context menu
B) Click on Sheet 3 and from Edit menu choose Delete
C) Both of above D) None of above
36. Which of the following action removes a sheet from workbook?
A) Select the sheet, then choose Edit >> Delete Sheet
B) Select the sheet then choose Format >> Sheet >> Hide
C) Both of above D) None of above
40. What is the short out key to replace a data with another in short?
40. What is the short cut key to replace a data with another in sheet? A) Ctrl + R B) Ctrl + Shift + R C) Ctrl + H D) Ctrl + F
$A) \operatorname{Cul} + R$ $B) \operatorname{Cul} + \operatorname{Sim} t + R$ $C) \operatorname{Cul} + \operatorname{II}$ $D) \operatorname{Cul} + \operatorname{I}'$
41. percentage in Excel?
A) 10 B) 100 C) 300 D) 500
71) 10 B) 100 C) 300
46. Formatting a cell in Currency, you can specify
A) Decimal Places B) Currency Symbol C) Both of above D) None of above
47. Formatting a cell in Number format you can't set
A) Decimal Places B) Use 1000 separator C) Negative numbers
D) Currency Symbol
48. What is entered by the function =today()
A) The date value for the day according to system clock
B) The time value according to system clock
C) Today's date as Text format D) All of above
49. Which function will you use to enter current time in a woksheet cell?

A) =today() B) =now() C) =time() D) =currentTime()
58. You can check the conditions against when applying conditional formatting A) Cell value B) Formula C) Both of above D) None of above
59. Which of the following is not true regarding Conditional Formatting?A) You can add more than one condition to checkB) You can set condition to look for Bold and apply Italics on them.C) You can apply Font, border and pattern formats that meets the specified conditionsD) You can delete any condition from Conditional Formatting dialog box if it is not requried
60. Which of the following is invalid statement?A) Sheet tabs can be coloredB) Some picture can be applied as a background of a sheetC) You can set the column width automatically fit the amount of textD) The width of a row and be specified manually or fit automatically
61. Which of the following is invalid regarding the Protection in Excel? A) Protect Sheet B) Protect Workbook C) Protect Workspace D) All of above are valid
62. The Trace Precedence on Auditing showsA) Which cells are used in current formulaB) In which formula the current cell is usedC) Which cells are used in this formula and in which formula this cell is usedD) None of above

- 63. The Trace Dependence in auditing shows
- A) Which cells are used in current formula
- B) In which formula the current cell is used
- C) Which cells are used in this formula and in which formula this cell is used
- D) None of above
- 64. The arrows created by Auditing can be removed by
- A) Click on the arrow and press Delete

B) Click on Remove All arrows on Formula Auditing toolbar C) Both of above D) None of above
65. Which of the following options is not available to remove arrows of Formula Auditing? A) Remove all precedent arrows B) Remove all dependent arrows C) Remove all arrows D) Remove all arrows for this cell
70. You can set Excel in Automatic or Manual calculation mode. If it is in manual mode which key you will press to update the formula values?
A) F9 B) F5 C) F8 D) F11
71. By default the cell pointer moves down when you press Enter. From where can you change this setting?
A) Tools >> Options >> View tab B) Tools >> Options >> Calculation tab
C) Tools >> Options >> Edit tab D) Tools >> Options >> Transition tab
72. When you start typing the same value as of some cells on same column, Excel automatically shows that text. This feature is known as A) AutoFill B) AutoCorrect C) AutoComplete D) AutoFormat
73. How many recent files you can display on File menu at maximum? A) 4 B) 6 C) 9 D) 12
74. The default and maxium number of sheets for a new workbook in Excel 2003 is A) 3 and 255 B) 3 and 256 C) 1 and 255 D) 1 and 256
75. When you enter Sunday and fill right, Excel fill in with Monday, Tuesday and so on. From where Excel knows what to fill in next? A) AutoComplete B) AutoFormat
C) Custom List D) Calculation Automatic
76. The minimum and maximum value you can set for Save AutoRecovery Info in Excel are A) 1 and 120 minutes B) 0 and 120 minutes C) 2 and 60 minutes D) 1 and 10 minutes
77. Which of the following can not be hidden from Tools >> Options then View tab? A) Startup Task Pane B) Formula bar C) Status bar D) Scroll Bar
79. The default font size in Excel worksheet is A) 10 points B) 12 points C) 14 points D) None of above

80. The default font used in Excel is

A) Arial	B) Algerial	C) Times N	Iew Roman	D) Preeti
81. Which	of the follow	ving is not an	option in the spe	elling dialog box?
a. Edit	b. Ign	ore c. I	gnore all	d. Change
82. You ca Menu	n quickly ch	ange the appe	earance of your v	work by choosing Auto Format from the
a. Edit	b. Vie	ew c.	Format	d. Tools
83. To prot	tect a worksh	eet, you can	choose Protectio	n and the Protect Sheet from the menu
a. Edit	b. For	rmat c.	Tools	d. Data
84. You ca Menu.	n open the H	ighlight Char	nges dialog box	by choosing Track Changes from the
a. Edit	b. Inse	ert c.	Format	d. Tools
85. Which	of the follow	ving is not a	worksheet design	n criterion?
a. Efficience	ey b. Au	ıditability c.	Description	d. Clarity
86. То сор	y cell conten	ts using drag	and drop, press	the
a. End key	b. Shi	ft key c. E	Esc key	d. None of above
87. If you j	press, the	cell accepts	your typing as it	s contents.
a. Enter	b. Ctr	l + Enter c.	TAB	d. Insert
88. The au	tofill feature			
a. Extends	a sequential	series of data		
b. Automa	tically adds a	range of cell	values	
c. Applies	a boarder arc	ound selected	cells d. None o	f above
89. What is selected ce	•	d shortcut (b	utton or buttons	to be pressed) for creating a chart from the
a. F3	b. F5	c. 1	F7	d. F11
90. you can	n use the form	nula palette to	0	
a. format c	ells containir	ng numbers		
b. create ar	nd edit formu	las containin	g functions	
c. entered a	assumptions	data	d. copy a rang	e of cells
91. What F	Pivot Table to	olbar button	updates the data	in a Pivot Table or Pivot Chart report if the

source data chaschanged

a. Format R	eport ł	o. Pivot Table	c. Refresh Data	d. Show Detail
92. What is calculated?	an expression	n that tells how th	e numbers in a dete	ermined set of cells are to be
a. Formula	b. Fiel	d c. Data	d. Query	
94. You car	edit existing	Excel data by pro	essing the	
a. F1 key	b. F2 key	c. F3 key	d. F4 key	
95. The cell down to row		a range of cells t	that starts in cell B1	and goes over to column G and
a. G1-G10	b. B1.G10	c. B1;G10	d. B1:G10	
99. Excel is	a			
a. Graphic p	program b. N	one of these c. W	ord processor d. A	spreadsheet
100. To crea		ive Pivot Table f	or the web, you use	a Microsoft Office Web
a. HTML	b. Pivot Tab	le Field List c.	Pivot Table List	l. Pivot Table Report
105. Data ca	an be arrange	d in ascending or	descending order b	y using
	mand from Ta mand from To		b. Sort command d. None of these	from Data menu
108. To sele	ect multiple n	on-adjecent cells	in a worksheet you	will click them holding

b. ALT key c. Shift Key d. Ctrl+Shift key

a. CTRL key

110. How man	y sheets are there in E	Excel Workbook by	default?
a. 2	b. 3	c. 4	d. 5
111. Which of	the following compor	nent displays the co	entents of active cell?
a. Name box	b. Formula bar	c. Menu bar	d. Status bar
Formula bar di	splays the contents of	active cell.	
120. Which ke	yboard shortcut opens	s the Go To dialog l	box?
a. Ctrl + B	b. Ctrl + Shift -	+ B c. F2	d. F5
AnsPressing	F5 key brings the Got	to Dialog box.	
123. You accidimmediately? A. Insert	lentally erased a recor		at command can be used to restore it
	ow and a column mee	1	
			of the above
•	ou tell one cell from a B. By letters	another? C. By its address	D. by color
126. Give me a A. 11 25	an example of a cell ac B. 911	ddress. C. 41A	D. A21
	an example of a formu B. =add(A1:A2)		D. SUM(A1:A2)
	an example of a funct 2) B. =A1+A2	ion? C. =SUM(A1:A2)	D. A1+A2
129. What is th	ne symbol for multiply B. /	ying? C.!	D. *
130. What is the A./	ne symbol for dividing B. %	g? C. &	D. #
131. B7:B9 ind A. Cells B7 an C. Cell B8 onl	d cell B9 only.	B. Cells B7 the D. None of the	_
132. The Canc A. Title bar	el and Enter buttons a B. Formula bar	ppear in the: C. Menu bar	D. Sheet tabs

133. MS-EXCEL can be used to automate A. Financial statements, Business forecasting B. Transaction registers, inventory control C. Accounts receivable, accounts payable D. Any of the above
134. NOT, AND, OR and XOR are A. Logical Operators B. Arithmetic operators C. Relational operators D. None of the above
135. In a report, you need to show the monthly rainfall in Nepal. The best way to do this is to insert a
A. calendar C. chart showing rainfall amounts B. photograph of rainfall D. database of rainfall
136. You want to record experiment information and create a chart that shows the rate of crystal growth over a period of time. The best application to use would be: A. word processing B. spreadsheet C. database D. graphics
137. You are editing an worksheet that you had previously saved. If you want to save the edited sheet without losing the original one, which command should you use? A. New B. Save As C. Edit D. Save
138. If you want to have a blank line after the title in a worksheet, what is the best thing for you to do?
A. Re-format the spreadsheet C. Increase the column width B. Insert a row D. Use the spacebar
139. In order to arrange the countries from those with the highest population to those with the lowest, you need to sort on the population field in
C. alphabetical order D. random order
140. In order to perform a calculation in a spreadsheet, you need to use a: A. table B. formula C. field D. variable
144. What is represented by the small, black square in the lower-right corner of an active cell or range? A. Copy handle B. Fill handle C. Insert handle D. Border
148. A is a grid with labeled columns and rows. A. Dialog box B. Worksheet C. Clipboard D. Toolbar
149. The active cell:A. is defined by a bold border around the cell. B. Receives the data the user enters.C. It is the formula bar.D. Only A and B.
151. Which language is used to create macros in Excel? A. Visual Basic B. C C. Visual C++ D. Java

152. Which of the fo	llowing is not a term B. Rows	of MS-Excel? C. Columns	D. Document
154. Which would yo A. Edit, Chart	ou choose to create a B. Insert, Chart	_	t D. Format, Chart
158. Which key do y A. F3	ou press to check spe B. F5	elling? C. F7	D. F9
161. Which Chart car A. Area B. Lin		? D. All of the a	bove
163. How do you dis A. date ()	play current date and 3. Today ()		me ()
164. How do you dis A. date () B	play current date onl . Today ()	=	me ()
165. How do you wro A. Format, cells, format, cells, num	t	B. Format, cells, pro D. Format, cells, align	
167. What is the short A. Ctrl+C B. Ctrl+.		t the entire column? Up D. Ctrl+Space Ba	ar
168. In the formula, A. \$ B. *	which symbol specifi C. %	es the fixed columns of D. &	or rows?
169. Excel displays t A. Formula bar E		ss in the	le Bar
170. What is the corr A. sheet3!A10	<u> </u>	cell A10 on sheet3 from C. Sheet3.A10 D.	
171. An Excel Work A. Workbooks B.			rksheets and Charts
172. What do you me A. Group of Column C. Group of Rows	s B. Grou	up of Worksheets up of Workbooks	
173. MS-EXCEL is to A. WINDOWS		X D. OS/2	

174. In EXCEL, you can sum a large range of data by simply selecting a tool button called A. AutoFill B. Auto correct C. Auto sum D. Auto format
175. To select an entire column in MS-EXCEL, press? A. CTRL + C B. CTRL + Arrow key C. CTRL + S D. None of the above
176. To return the remainder after a number is divided by a divisor in EXCEL we use the function? A. ROUND() B. FACT() C. MOD() D. DIV()
179. Microsoft Excel is a powerful
VISUAL BASICS 6.0 1. Visual Basic responds to events using which of the following? A. a code procedure B. an event procedure C. a form procedure D. a property Ans:
2. When the user clicks a button, is triggered. A. an event B. a method C. a setting D. a property Ans:
3. What property of controls tells the order they receive the focus when the tab key is pressed during run time? A. Focus order B. Focus number C. Tab index D. Control order Ans:

 4. Sizing Handles make it very easy to resize virtually any control when developing applications with Visual Basic. When working in the Form Designer, how are these sizing handles displayed? A. A rectangle with 4 arrows, one in each corner, around your control. B. A 3-D outline around your control. C. A rectangle with small squares around your control. D. None of the above. Ans:
 5. The Properties window plays an important role in the development of Visual Basic applications. It is mainly used A.to change how objects look and feel. B. when opening programs stored on a hard drive. C. to allow the developer to graphically design program components. D. to set program related options like Program Name, Program Location, etc. Ans:
 6. Which of the properties in a control's list of properties is used to give the control a meaningful name? A. Text B. ContextMenu C. ControlName D. Name Ans:
7. A variable declared inside an event procedure is said to have local scopeA. TrueB. FalseAns:
8. A variable declared outside of an event procedure is said to have class-level scope.A. TrueB. FalseAns:
9. Option Explicit requires you to declare every variable before its use.A. TrueB. FalseAns:

10. The value returned by InputBox is a string. A. True B. False Ans:
11. What is the correct statement when declaring and assigning the value of 100 to an Integer variable called numPeople A. Dim numPeople = B. Dim numPeople = Int(100) C. numPeople = 100 D. Dim numPeople As Integer = 100 Ans:
12. Which of the following arithmetic operations has the highest level of precedence? A. +- B. */ C. ^ exponentiation D. () Ans:
13. What value will be assigned to the numeric variable x when the following statement is executed? $x = 2 + 3 * 4$ A. 20 B. 14 C. 92 D. 234 Ans:
14. Which of the following is a valid name for a variable? A. Two_One B. 2One C. Two One D. Two.One Ans:
15. Keywords in Visual Basic are words thatA. should be used when naming variables.B. are used to name controls, such as TextBox1, Command2, etc.C. have special meaning and should not be used when naming variables.D. are used as prefixes for control names (such as txt, btn, lbl, and lst).

Ans:

16. What is the proper syntax when using a message dialog box? A. MessageBox.Show("Hi there", "Hi") B. MessageBox.Show(Hi there, Hi) C. MessageBox.Show "Hi There", "Hi" D. MessageBox.Show Hi There, Hi Ans:
17. What will be the output of the following statement? txtBox.Text = FormatCurrency(1234.567) A. \$1234.567 B. 1,234.57 C. \$1234.57 D. \$1,234.57 Ans:
18. Asc("A") is 65. What is Asc("C")? A. 66 B. 67 C. 68 D. "C" Ans:
19. Asc("A") is 65. What is displayed by txtBox. Text = Chr(65) & "BC"? A. ABC B. A BC C. 656667 D. Not enough information is available. Ans:
20. Which of the following expressions has as its value the words "Hello World? surrounded by quotation marks? A. "Hello World" B. Chr(34) & "Hello World" C. Chr(34) & Hello World & Chr(34) D. Chr(34) & "Hello World" & Chr(34) Ans:

21. Which of the following is a valid Visual Basic conditional statement?

B. $2 < n \text{ Or } < 5$
C. 2 < n Or 5
D. $(2 < n)$ Or $(n < 5)$
Ans:
22. The three main legical engagetons and
22. The three main logical operators are, and
A. And, Or, Not B. And, Not, If
C. Or, Not, If
D. False, And, True
Ans:
Alls.
23. Which value for x would make the following condition true: $x \ge 5$
A. x is equal to 7
B. x is equal to 5
C. x is equal to 5.001
D. all of the above
Ans:
24. Which value for x would make the following condition true: $(x \ge 5)$ And $(x \le 6)$
A. x is equal to 7
B. x is equal to 5
C. x is equal to 5.001
Ans:
25. Constructs in which an If block is contained inside another If block are called:
A. multi-If blocks
B. nested If blocks
C. sequential If blocks
D. none of the above
Ans:
26 Suppose that the selector in a Select Cose block is the string variable my Ver. Which of the
26. Suppose that the selector in a Select Case block is the string variable myVar. Which of the following is NOT a valid Case clause?
A. Case "Adams"
11. Case Tuants

A. 2 < n < 5

B. Case "739"

C. Case (myVar.Substring(0, 1) D. Case myVar.Length Ans:
27. Which Case clause will be true whenever the value of the selector in a Select Case block is between 1 and 5 or is 8? A. Case 1 To 8 B. Case 1 To 5, 8 C. Case 1 To 8, 5 D. Case 1 To 5; 8 Ans:
28. Which Case clause will be true whenever the value of the selector in a Select Case block is greater than or equal to 7? A. Case Is >7 B. Case Is = 8 C. Case Is >= 7 D. Case Is <= 8 Ans:
29. What type of items are valid for use in the value list of a Case clause?A. literalsB. variablesC. expressionsD. all of the aboveAns:
30. The declaration statement for a class-level variable should be placed A. inside an event procedure B. inside a general procedure c. procedure-level scope d. class-level scope Ans:
31. The of a Sub procedure are vehicles for passing numbers and strings to the Sub procedure. A. Call Statements B. arguments

C. parameters D. variables declared inside Ans:
32. Which of the following is NOT a reason for using procedures?A. They break a complex problem down into smaller pieces.B. They make a program run faster.C. They can be reused easily.D. They make it possible for a team of people to work together on a single program.Ans:
33. Which one of the following is true about arguments and parameters?A. Arguments appear in Call statements; parameters appear in Sub statements.B. Parameters appear in Call statements; arguments appear in Sub statements.C. They are synonymous terms.D. They are completely unrelated in a program.Ans:
34.Each individual variable in the list student(0), student(1), student(2) is known as a(n) A. subscript B. dimension C. element D. type Ans:
35. The input to a user-defined function can consist of: A. a single value B. one or more values C. no values D. All of the above Ans:
36. Variables appearing in the header of a Function procedure are called A. values of the function B. parameters C. coordinates D. arguments

Ans:
38. Visual Basic responds to events using which of the following? A. a code procedure B. an event procedure C. a form procedure D. a property Ans:
39. When the user clicks a button, is triggered. A. an event B. a method C. a setting D. a property
 40. What property of controls tells the order they receive the focus when the tab key is pressed during run time? A. Focus order B. Focus number C. Tab index D. Control order
 41. An algorithm is defined as: A. a mathematical formula that solves a problem. B. a tempo for classical music played in a coda. C. a logical sequence of steps that solve a problem. D. a tool that designs computer programs and draws the user interface.
42. Do while statement marks the beginning of a do while loop, and the loop statement marks the end. The statements in between are known as the of the loop.
a) processes.
b) functions
c) body
d) substance
43. An loop evaluates it's test expression before each iteration.
a) out test

b) in test
c) pretest
d) post test
44.The loop is ideal for situations that require counter because it is specifically designed to initialise, test, and increment counter variable.
a) do while
b) do until
c) pretest do until
d) for next
45. Of these, is not a valid show method of common dialogue box.
a) ShowHelp
b) ShowPrinter
c) ShowColor
d) ShowDrives
46 procedure is the procedure that is executed in response to events such as mouse click.
a) Property procedure
b) Function procedure
c) Event procedure
d) Sub procedure
47. Variables can be shared by different procedures offer program if they are
a) declared as Global variables
b) passed by reference
c) passed by value
d) any of the above
48. Common Dialogue box
a) is a way by which visual Basic program can translate the text on the screen into another language.

b) displays the predefined windows dialogue boxes for print, open, save, fonts, and colors.
c) can only be used on message boxes that will pop up and prompt the user for text input.
d) none of the above.
49. The prefix for naming menu item is
a) m
b) mnu
c) men
d) mne
50. Which of these is an advantage of using procedures and functions?
a) they improve code readability
b) they help in code reusability
c) Debugging becomes easier
d) all of the above.
51. Every procedure is terminated by the statement.
a) End
b) End do
c) End subforms with menus
d) allows you to create
52. When it is desired that a menu item does not appear at runtime, it must be ensured that the following properties must be set to false.
a) enabled
b) visible
c) both enabled and visible
d) both checked and visible
53. What is the final keyword used to indicate the end of a sub procedure.
a) end sub
b) exit sub

c) end
d) none of the above
54. Which of the only event for a menu control is available?
a) load
b) resize
c) click
d) keypress
55. When variables are passed by reference to a subprogram,
a) only the memory address of the variables are passed
b) a value of a variable is passed
c) copy of the variable is passed
d) none of the above
56. When creating a menu, how do you create a menu separation bar.
a) in the caption text box, enter an ampersand(&)
b) Select menu separator checkbox
c) in the caption text box enter a hyphen(-)
d) send text box, enter the text "separator"
57. Advantages of Visual Basic are:
a) event driven programming concept
b) rapid application development
c) create applications with gui
d) all of the above
58. An action that an object is capable of performing is called as:
a) event
b) property
c) method

d) none of the above

59 contains the controls which one can use in the creation of a form.
a) menu
b) tool bar
c) tool box
d) project window
60. Which of the following is a valid object name for a textbox?
a) txtClass
b) txt Class
c) txt+Class
d) All of the above.
61. Which of the following statement is incorrect in naming a variable in Visual Basic?
a) must begin with an alphabet
b) must not exceed 255 characters
c) must have an embedded period or a special character
d) must be unique within the same scope
62. IDE is
a) development environment for machine language.
b) Integrated development environment for Visual Basic
c) software project management tool.
d) Independant debugging and encoding tool.
63. Which of the following is a part visual Basic IDE?
a) code window
b) properties window
c) project Explorer
d) all of the above.
64. The Application name always appears in the window:
a) project Explorer

b) intermediate window
c) title bar
d) properties window
65. The colour of a command button
a) is not changeable
b) defined in the project
c) can be changed at run time
d) can be changed in the intermediate window
66. In the IDE, which of the following is used to design the layout of an application?
a) form designer window
b) project Explorer window
c) context menu
d) form layout window
67. The location of the form on the desktop during execution is determined by the:
a) form designer window
b) project Explorer window
c) context menu
d) form layout window
68. Visual basic projects are identified by a:
a) ".VBP" suffix
b) " .MAK" suffix
c) ".FRM" suffix
d) All of the above.
69.To run an application in Visual Basic:
a) click on the start button
b) use the file menu
c) use the project menu to select run

d) none of the above
70. The reference library of Visual Basic books is called:
a) MSDN library
b) help library
c) contents
d) topic pane
71. Tool bar:
a) Is part of the tool box.
b) typically appears at the bottom of the screen.
c) contains relevant icons.
d) is part of the menu.
72. Double clicking on the command button icon in the toolbox will:
a) do nothing
b) highlight it
c) move It to the form
d) place it on the form.
73. The first step in building a project is:
a) defining the problem.
b) writing the code.
c) designing.
d) any of the above.
74. Program developed in Visual Basic is called a:
a) program
b) form
c) micro
d) project
75. A control named "cmdExit" is most likely a:

a) command button
b) label
c) form
d) image
76. Which Window display a list of all forms and mode which Window display a list of all forms and modules making up your application
a) project Windows
b) properties window
c) form layout window
d) all of the above
77. Properties can be viewed in two ways
a) Alphabetic and numeric
b) numeric and alphanumeric
c) alphabetic and categorised
d) none of these
78. Which of the following Windows is the central to the development of Visual Basic applications :
a) project window
b) form window
c) Properties window
d) all of the above
79. Elements of user interface are:
a) project and module
b) forms and controls
c) tool box and tool bar
d) all of these.

80. Visual Basic controls are:
a) code
b) part of the menus.
c) rules
d) objects.
81. There are two types of container controls in VB , namely and
a) image and shape
b) list box and combo box
c) picture box and frame
d) text box and command button