

**PARUL UNIVERSITY**  
**FACULTY OF ARTS**  
**B.Arts Winter 2017 – 18 Examination**

**Semester: 2**  
**Subject Code: 15193156**  
**Subject Name: Basics of Computer Applications**

**Date: 01/01/2018**  
**Time: 10:30 am to 1:00 pm**  
**Total Marks: 60**

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**Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

**Q.1 Do as directed.****A. Multiple choice type questions. (Each of 0.5 mark)****(08)**

1. What is the default file extension of MS PowerPoint documents
  - a) .pptx
  - b) .xlsx
  - c) .docx
  - d) None of the above
2. Ctrl + z is the shortcut for
  - a) Redo last action
  - b) Undo last action
  - c) Insert blank page
  - d) None of the above
3. The intersection of column and row in a worksheet is called
  - a) Row
  - b) Cell
  - c) Column
  - d) Function
4. Which term among these is related to the database
  - a) Document
  - b) Table
  - c) Function
  - d) None of the above
5. Which of the following is an Email Client Software
  - a) MS Access
  - b) MS Outlook
  - c) MS Excel
  - d) None of the above
6. While sending an email, *To* field represents the email of
  - a) Receiver
  - b) Sender
  - c) Third Party
  - d) None of the above
7. The shortcut key to permanently delete a file is
  - a) Ctrl + Del
  - b) Shift + Del
  - c) Alt + Del
  - d) None of the above
8. Statistical calculations can be done using
  - a) MS PowerPoint
  - b) MS Access
  - c) MS Word
  - d) MS Excel
9. MP3 is the extension of which kind of files
  - a) image
  - b) video
  - c) audio
  - d) text file
10. Which among the following doesn't match with others
  - a) Avast
  - b) Chrome
  - c) Safari
  - d) Firefox
11. Assembly language is
  - a) Higher level language
  - b) Lower level language
  - c) Machine language
  - d) None of the above
12. How will MS Word respond to a word with spell error
  - a) A red wavy line under the word
  - b) A blue wavy line under the word
  - c) A green wavy line under the word
  - d) None of the above
13. To create a business letter we should use
  - a) MS Access
  - b) MS Word
  - c) MS PowerPoint
  - d) None of the above

