



SAIVA BHANU KSHATRIYA COLLEGE
(Aruppukottai Nadargal Uravinmurai Pothu Abi Viruthi Trustuku Pathiyappattathu)

ARUPPUKOTTAI
DEPARTMENT OF COMMERCE
QUESTION BANK

Name of the Department :	Commerce	UG / PG :	UG
Semester (UG - III & V; PG - III) :	III (UG)	Subject Code :	CCRJS31
Name of the Subject :	Fundamentals of Computer		

Section A (Multiple Choice Questions)

Unit I: (Windows)

- To maximize a windows means
(a) Drag it to the Recycle Bin (b) Put only like files inside
(c) Expand it to fit the desktop (d) Fill it to capacity
- Various applications and documents are represented on the Windows desktop by
(a) Graphs (b) Labels (c) Icon (d) Symbols
- The blinking symbol which indicates the next character will appear at which place, is called
(a) Return key (b) Control key (c) Delete key (d) Cursor
- Microsoft Windows is an
(a) The operating system (b) System software (c) Executable files (d) Data file
- In any window, the maximize button, the minimize button and the close buttons appear on
(a) Tool bar (b) The title bar (c) Menu bar (d) Status bar

Unit II: (MS-Word)

- Ctrl+N is shortcut key of
(a) Save document (b) Open Document (c) New document (d) Close document
- Which operations you will perform if you need to move a block of text?
(a) Copy and paste (b) Cut and paste (c) Paste and delete (d) Paste and cut
- Which of the following is not a font style?
(a) Bold (b) Regular (c) Italic (d) Superscript
- To cut any highlighted text in MS-Word document press keys
(a) Ctrl+C (b) Ctrl+S (c) Ctrl+X (d) Ctrl+V
- Time new roman, Cambria, Arial are the example of
(a) Font name (b) Superscript (c) Subscript (d) Strikethrough

Unit III: (MS-Word)

- What is the shortcut key to replace a data with with another in sheet?
(a) Ctrl+R (b) Ctrl+shift+R (c) Ctrl+H (d) Ctrl+F
- Insert rows at the end of table in MS-Word by clicking in the last cell and pressing _____
(a) Shift (b) Ctrl (c) Tab (d) Enter
- To align right the selected text, the shortcut key is
(a) Ctrl+R (b) Ctrl+L (c) Ctrl+E (d) Ctrl+J
- MS-Word is related with
(a) Spreadsheet (b) Document (c) Database (d) Slide
- The Redo and Undo are coming under _____ menu of MS-Word.
(a) File (b) View (c) Insert (d) Edit



SAIVA BHANU KSHATRIYA COLLEGE
(Aruppukottai Nadargal Uravinmurai Pothu Abi Viruthi Trustuku Pathiyapattathu)
ARUPPUKOTTAI
DEPARTMENT OF COMMERCE
QUESTION BANK

Unit IV: (MS-Excel)

16. A _____ is the intersection of a row and a column in excel work sheet
(a) Cell (b) Table (c) Workbook (d) Address
17. Tab scroll bar button are place on excel screen
(a) Towards the bottom right corner (b) Towards the bottom left corner
(c) Towards the top right corner (d) towards the top left corner
18. The _____ bar is located at the bottom of an excel window
(a) Status (b) Menu (c) Title (d) Formula
19. In Excel, column option is in ___ menu
(a) Insert (b) Format (c) Tools (d) View
20. MS-Excel is stands for
(a) Micromax excel (b) Management excel (c) Microsoft excel (d) Microsoft excess

Unit V: (MS-Powerpoint)

21. The MS-Power point is related with
(a) Slide (b) Document (c) Database (d) Spreadsheet
22. In MS-Power point, we can insert text in a presentation by using
(a) Command button (b) List box (c) Text box (d) Dialog box
23. In which menu can you find features like slide design, slide layout etc..?
(a) Insert menu (b) Format menu (c) Tools menu (d) Slideshow menu
24. The effect applied to display when slides changes in slide view is
(a) Slide animation (b) Custom animation (c) Custom transition (d) Slide transition
25. The default file extension of MS-Power point presentation is
(a) .ppxt (b) .pptx (c) .ppt (d) .ppx

Section B (7 mark Questions)

Unit I: (Windows)

26. Explain the advantages and disadvantages of windows.
27. Write a short notes on a) Windows search b) Windows task bar
28. How will you switching the MS-Office.
29. What are the steps to be involved opening and closing of windows?
30. Explain the functions of mouse.

Unit II: (MS-Word)

31. Explain the method of creating a new document in word.
32. Explain the different options in aligning of text in MS-Word.
33. How will you save a file in MS-word.
34. Write a short notes on a) Title bar b) Task bar c) Standard tool bar
35. What is MS Word? State its features?

Unit III: (MS-Word)

36. Discuss the procedure to use bullets and numbering.
37. How do you inserting the page numbers in MS-Word document.
38. Write a short note on a) Undo b) Redo
39. How will you insert a picture in MS-Word document
40. Narrate the different ways to make spell checking in MS-Word.



SAIVA BHANU KSHATRIYA COLLEGE
(Aruppukottai Nadargal Uravinmurai Pothu Abi Viruthi Trustuku Pathiyapattathu)
ARUPPUKOTTAI
DEPARTMENT OF COMMERCE
QUESTION BANK

Unit IV: (MS-Excel)

41. How will you create and save file in MS-Excel?
42. Mention the steps for copying and pasting formula in MS-Excel.
43. Enumerate the different ways for changing column width in excel worksheet.
44. Explain the function of MS-Excel.
45. How will you formatting the text in MS-Excel.

Unit V: (MS-Powerpoint)

46. Describe the creation of Power point slide.
47. Write a short note on slide transition in MS-Power point.
48. How will you save a file in MS-Power point.
49. Write down the steps for inserting picture in Power point slide presentation.
50. What all elements can be added to a slide?

Section C (10 mark Questions)

Unit I: (Windows)

51. Briefly explain the features of Windows.
52. State the components of windows.

Unit II: (MS-Word)

53. Discuss the different options used in print dialog box of MS-Word document.
54. Explain the steps involved in moving, correcting and inserting text in MS-Word.

Unit III: (MS-Word)

55. Briefly explain the procedure involved in creating table in word.
56. What are the steps to be involved in inserting a header and footer?

Unit IV: (MS-Excel)

57. Discuss the various features in MS-Excel.
58. Explain about the creation of charts in MS-Excel.

Unit V: (MS-Powerpoint)

59. Explain the various power point presentation views
60. Discuss the features of MS- Power point.