

GURUDAS COLLEGE

B.Com Semester- III(Hons. & Genrl.)

PRACTICAL EXAMINATION, 2021

SUBJECT-ITBG

MODULE- M2

Subject Code- [SEC 3.1Chg]

DATE-25/01/2022

TIME-11 AM- 12 NOON

ANSWER ANY FIFTEEN(15) QUESTIONS

FULL MARKS-30 (2X15)

TIME- 1 HR

1. Where can you set the shading colors for a range of cells in Excel?
 - (a) Choose required color on Fill color tool on Drawing Toolbar.
 - (b) Choose required color on Fill color Tool on Formatting Toolbar.
 - (c) Choose required color from Patterns Tabs of Format cell Dialog box.
 - (d) All of the above.
2. How can you update the values of Formula Cells if Auto Calculate mode of Excel is disabled?
 - (a) F9
 - (b) F8
 - (c) F5
 - (d) F4
3. Which of the following tags is used to insert a line- break in HTML?
 - (a) <p>
 - (b)
 - (c) <pre>
 - (d)

4. <input> is:

- (a) A format tag
 - (b) An empty tag
 - (c) None of these
 - (d) Both of these
5. How to create a checkbox in HTML?
- (a) `<input type="checkbox">`
 - (b) `<input type="check">`
 - (c) `<checkbox>`
 - (d) none of these
6. Which of the following HTML tag is used to display the text with scrolling effect?
- (a) `<div>`
 - (b) `<scroll>`
 - (c) `<marquee>`
 - (d) None of these
7. How to insert a background image in HTML?
- (a) ``
 - (b) `<body background = "img.png">`
 - (c) None of these
 - (d) Both of these
8. Which of the following tags is used to indicate the page's start and endpoints?
- (a) `<html>`
 - (b) `<body>`
 - (c) Any of these
 - (d) None of these
9. _____ is used to create same documents with multiple addresses.
- (a) MS Excel
 - (b) MS word
 - (c) Mail Merge
 - (d) Worksheet
10. Which of these in MS word can be used for quick access to commonly used commands and tools?
- (a) Menu Bar
 - (b) Tool Bar
 - (c) Title Bar
 - (d) None of these
11. Which of the following is not a font style?
- (a) Superscript
 - (b) Italics
 - (c) Bold
 - (d) Regular
12. Which of the following is correct?
- (a) HTML uses user defined tags
 - (b) HTML uses tags that are predefined
 - (c) None of these
 - (d) Both of these
13. Which attribute is used to provide an unique name to an HTML tag?
- (a) id
 - (b) type

- (c) class
 - (d) name
14. "Ctrl + Home" in MS word is used to
- (a) Move the cursor to the beginning of a Paragraph
 - (b) Move the cursor to the beginning of a Document
 - (c) None of these
 - (d) Any of these
15. Microsoft Excel 2019 has _____ number of columns
- (a) 16386
 - (b) 16385
 - (c) 16384
 - (d) 16383
16. Formulas in Excel start with
- (a) f
 - (b) =
 - (c) /
 - (d) None of these
17. _____ is a collection of cells where you keep your data organized
- (a) Spreadsheet
 - (b) Workbook
 - (c) Worksheet
 - (d) All of these
18. _____ can be used as a shortcut key to check spellings in MS excel
- (a) F7
 - (b) F6
 - (c) F5
 - (d) F4