

NAT II Management Science Computer Science

Sr	Questions	Answers Choice
1	In ordered to launch the save as command	A. F9 B. F10 C. F11 D. F12
2	To switch from one application to another running under window, press	A. Ctrl+Alt B. Ctrl+Tab C. Alt+Tab D. Shift+Tab
3	Which of the following is the paragraphs's format	A. Alignment B. Indents C. Tab settings D. All of these
4	Signal produced by the computer to be sent over telephone lines must be converted to	A. Modern B. Analog signals C. Digital signals D. Microwave
5	In Microsoft Excel, a collection of related worksheets in a single file is called	A. Book B. Dictionary C. Work dictionary D. Workbook
6	Each individual member of a column is called	A. Information B. Record C. Field D. Data file
7	Which of the following is the operating system?	A. Dos B. Windows C. Unix D. All the above
8	How many bytes or characters you can put in an excel 2000 cell	A. 3200 bytes B. 32000 bytes C. 320000 bytes D. 3200000 bytes
9	Radio Button offers a list of	A. Non-mutually exclusive options B. Mutually exclusive options C. Associative options D. Both A and B
10	Which of the following is the first tab in the page setup dialogue box	A. Page B. Margins C. Header or footer D. Sheet
11	In Microsoft Word, Ctrl+I is used for which of the following	A. Single line spacing B. Double line spacing C. To set 1.5 line spacing D. To set 5 line spacing
12	The widely used code in data communication is	A. A bit ASCII B. 7 bit ASCII C. EBCDIC D. None of these
13	Data base is a collection of	A. Data B. Information C. Files D. All of these
14	Tables are used	A. To organize the rows B. To organize the columns C. To organize and present information D. All the above
15	LLC stands for	A. Local link control B. Local layout control C. Local logical control

16	In order to delete the outer portion of the image, which of the following option is used in the picture toolbar	A. Cut B. Delete C. Crop D. Drag
17	In Microsoft Word, which of the following shortcut key is used to open the spelling and grammar dialogue box	A. F5 B. F6 C. F7 D. F8
18	A type of computer that is faster because it has fewer instructions	A. Symbolic B. RISC C. ASCII-8 D. ROM burner
19	The location of text insertion is indicated by a	A. Busy cursor B. Blinking cursor C. Simple cursor D. None of these
20	Find and Replace command allows you to search entire documents, including which of the following	A. Annotations B. Foot notes C. Headers and footers D. All the above
