

**Sample Question Paper  
Business Data Processing**

**1. Fill in the blanks :**

- (i) DML stands for \_\_\_\_\_ .
- (ii) OLE stands for \_\_\_\_\_ .
- (iii) JPG stands for \_\_\_\_\_ .
- (iv) RTF stands for \_\_\_\_\_ .
- (v) MS-Excel is the tool for \_\_\_\_\_ management.
- (vi) MS-Access is the tool for \_\_\_\_\_ management.
- (vii) Address of second cell in the worksheet of MS-Excel is \_\_\_\_\_ .
- (viii) Extension used in VB is \_\_\_\_\_ .
- (ix) Extension used in Paintbrush file is \_\_\_\_\_ .
- (x) Extension of worksheet in MS-Excel is \_\_\_\_\_ .
- (xi) Extension of database in MS-Access is \_\_\_\_\_ .
- (xii) Events are used in \_\_\_\_\_ .
- (xiii) Create or Use is used in \_\_\_\_\_ package.
- (xiv) \_\_\_\_\_ is operator used for building complex condition.

**2. Multiple choice questions:**

- (i) Which of the following is not a part of MS-Office?
  - MS-Word
  - MS-Excel
  - Tally
  - VB
- (ii) Which of the following is not supported by MS-Word?
  - .RTF
  - .DOC
  - .TXT
  - .EXE
- (iii) Address of second cell in a worksheet is
  - C2

# Microsoft Word 2test Questions Paper Sample

**JE Gale**



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## **Table of Contents Microsoft Word 2test Questions Paper Sample**

1. Understanding the eBook Microsoft Word 2test Questions Paper Sample
  - The Rise of Digital Reading Microsoft Word 2test Questions Paper Sample
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Word 2test Questions Paper Sample
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Word 2test Questions Paper Sample
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Word 2test Questions Paper Sample
  - Personalized Recommendations
  - Microsoft Word 2test Questions Paper Sample User Reviews and Ratings
  - Microsoft Word 2test Questions Paper Sample and Bestseller Lists

5. Accessing Microsoft Word 2test Questions Paper Sample Free and Paid eBooks
  - Microsoft Word 2test Questions Paper Sample Public Domain eBooks
  - Microsoft Word 2test Questions Paper Sample eBook Subscription Services
  - Microsoft Word 2test Questions Paper Sample Budget-Friendly Options
6. Navigating Microsoft Word 2test Questions Paper Sample eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Word 2test Questions Paper Sample Compatibility with Devices
  - Microsoft Word 2test Questions Paper Sample Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Word 2test Questions Paper Sample
  - Highlighting and Note-Taking Microsoft Word 2test Questions Paper Sample
  - Interactive Elements Microsoft Word 2test Questions Paper Sample
8. Staying Engaged with Microsoft Word 2test Questions Paper Sample
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Word 2test Questions Paper Sample
9. Balancing eBooks and Physical Books Microsoft Word 2test Questions Paper Sample
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Word 2test Questions Paper Sample
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Word 2test Questions Paper Sample
  - Setting Reading Goals Microsoft Word 2test Questions Paper Sample
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Word 2test Questions Paper Sample
  - Fact-Checking eBook Content of Microsoft Word 2test Questions Paper Sample
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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