

**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

N Colangelo



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