

Question Bank for PG Course
Commerce
Paper-XX
Computer Applications in Business : PGCO-XX

1. Which is the default alignment in word?
2. What is the File extension name of word document?
3. What is the shortcut command of 'save' in word?
4. What is Word processing package?
5. Which command will you choose to convert a column of data into row?
6. You can merge the main document with data source in Excel. What is it in mail merge operation of Word?
7. Which of the cell pointer indicate that you can move the content to other cell?
8. What is the steps in MS Excel for the default value for Fill Series in dialog box?
9. Which tab is not available on left panel when you open a presentation?
10. How to start Microsoft Power Point application?
11. What is slide layout?
12. Where Power Point presentations are used?
13. When using PowerPoint, to play a Power Point show for previewing the show, what to select?
14. Who developed Tally package?
15. How to change Current Date from Gateway of Tally ?