

International Islamic University Chittagong
Faculty of Shariah and Islamic Studies
Final Examination; Spring 2018
Course Code: CSE-2402, Course Title: Microcomputer Application I
PART: A Time: 30Mins Marks: 15

N. B.: Answer the following questions. Parts of the same question must be answered following the serial.

1. Complete each statement by writing appropriate word in each blank.

1×7= 7

- a. Microsoft Windows 10 is an example of a software.
- b. If you want to delete a folder, you can select the folder, press delete and then press enter key from the keyboard.
- c. In order to move a picture easily to your desired location in MS Word document you can place the picture in a
- d. In MS Word columns and rows combine to form a
- e. In MS PowerPoint a series of slides, displayed in a specific order to an audience, is called a.....
- f. In MS PowerPoint the visual of one slide to another is called slide transition.
- g. The intersection of any column and row in MS Excel is called a.....

2. Choose the word or phrase that completes each statement.

1×7= 7

- a. In default mode which appears in the bottom of the desktop of Windows operating system.....
 - i) Taskbar ii) Folder iii) Mouse pointer iv) Scroll bar
- b. To create a new word document open.... menu and choose New.
 - i) Insert ii) Format iii) File iv) View
- c. A.... is a list of commands, keystrokes or other actions that have been saved and given a name.
 - i) Macro ii) Text Formatting iii) Hyperlinks iv) Text Editing
- d. In a MS Excel program, a..... is a set of worksheets in the same file.
 - i) Formula ii) Label iii) Workbook iv) Value
- e. To insert a formula in MS Excel, preface the cell entry with the.....
 - i) ; ii) > iii) = iv) ?
- f. is one of the most popular presentation programs.
 - i) Ms Excel ii) MS word iii) MS Access iv) MS PowerPoint
- g. In MS PowerPoint,..... can be defined as the movement of text, pictures, auto shapes and other slide objects with or without sound effects.
 - i) Reording slide ii) Hiding slide iii) Animation iv) Slide show

3. Internet Explorer is one kind of web browser.

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- i) True ii) False

PART: B

Time: 60 minutes

Marks: 35

Marks of this part will be awarded to your individual lab examination performance.

The End