181. Macros stored in the global macro sheet can be used

(1) in the current document only
(2) in any document
(3) can be used only with other macros of the global macro sheet
(4) not consistent behaviour
(5) None of the above

182. About pasting from the clip board

(1) a part of the clip board contents can be pasted
(2) whole of the contents of clip board can be pasted
(3) sometimes (1) and sometimes (2)
(4) (1) and (2)
(5) None of the above

183. One of the following statements is not true for BUFFERS command

(1) Increasing numbers of BUFFERS can speed program execution, but only to a certain extent
(2) The more buffers that exist the more sectors can be stored in memory; hence fewer accesses of disk are necessary
(3) The BUFFERS command is used to establish the number of disk buffers set up by MS-DOS during booting
(4) All of the above
(5) None of the above

184. EPROM can be used for

(1) erasing the contents of ROM
(2) reconstructing the contents of ROM
(3) erasing and reconstructing the contents of ROM
(4) duplicating the ROM
(5) None of the above

185. Attributes can be defined for
186. Where will we find the referential integrity command?

(1) Tools  
(2) View  
(3) Format  
(4) Table  
(5) None of these

187. Anything that is typed in a worksheet appears

(1) in the formula bar only  
(2) in the active cell only  
(3) in both active cell and formula bar  
(4) in the formula bar first and when we press ENTER it appears in active cell  
(5) None of these

188. Which bar is usually located below the Title Bar that provides categorised options?

(1) Menu Bar  (2) Status Bar  
(3) Toolbar  (4) Scroll Bar  
(5) None of the above

189. A pixel is

(1) a computer program that draws picture  
(2) a picture stored in the secondary memory  
(3) the smallest resolvable part of a picture  
(4) a virus  
(5) None of the above

190. How many types of cell references are available in Excel?

(1) 3  
(2) 4  
(3) 8
191. **VIRUS stands for**

(1) Very Important Record User Searched  
(2) Verify Interchanged Result Until Source  
(3) Virtual Information Resource Under Seize  
(4) Very Important Resource Under Search  
(5) None of the above

192. **Unlike filters queries can be saved as in a database.**

(1) objects 
(2) filters 
(3) database 
(4) Any of the above 
(5) None of these

193. **Table of contents can be prepared by using**

(1) macros 
(2) headings as H1, H2, H3 and more in the document 
(3) by table of contents in tools menu 
(4) (2) and (3) 
(5) None of the above

194. **Table in Word is a grid of rows and columns, with each cell can have**

(1) text or graphics 
(2) only text 
(3) only graphics 
(4) both 
(5) None of these

195. **What is a database ?**

(1) It is a collection of data arranged in rows  
(2) It is a collection of data arranged in columns  
(3) It is a collection of data arranged in rows and columns  
(4) All of the above  
(5) None of the above
196. Which switch should be used in the DIR command to view files in a directories?

(1) /P
(2) /W
(3) /S
(4) /L
(5) None of these

197. When a key is pressed on the keyboard, which standard is used for converting the keystroke into the corresponding bits?

(1) ANSI
(2) ASCII
(3) EBCDIC
(4) ISO
(5) None of the above

198. External database is

(1) Database created in EXCEL
(2) Database created using DBMS package.
(3) Database created in MS-Word
(4) All of the above
(5) None of the above

199. Which command we will give if we want to show the database objects with it’s description?

(1) Details
(2) Show
(3) List
(4) Any of the above
(5) None of the above

200. Word allows user to import graphics from

(1) the library which comes bundled with Word
(2) any where in the computer
(3) various graphics format like gif, bmp, png, etc
(4) only gif format
(5) None of the above