

eExam Question Bank

Coursecode:



Show  entriesSearch: 

<input type="checkbox"/>	Question Type ↓	Question ↑	A ↑	B ↑	C ↑	D ↑	Answer ↑	Remark ↑
<input type="checkbox"/>	FBQ	The memoranda are another form of <input type="text"/> communication in a business	written					<input type="button" value="eExam"/>
<input type="checkbox"/>	FBQ	A good report must reflect the terms of <input type="text"/>	reference					<input type="button" value="eExam"/>
<input type="checkbox"/>	FBQ	Reports are typed in <input type="text"/> line spacing	single					<input type="button" value="eExam"/>
<input type="checkbox"/>	FBQ	The best source to save your document is <input type="text"/>	My document					<input type="button" value="eExam"/>
<input type="checkbox"/>	FBQ	Documents could be stored through the external device such as <input type="text"/>	Pen Drive or Flash Drive	external hard disk.				<input type="button" value="eExam"/>
<input type="checkbox"/>	FBQ	<input type="text"/> can be sent on assigned task	Status report					<input type="button" value="eExam"/>
<input type="checkbox"/>	FBQ	To launch Paint software, click on <input type="text"/>	Accessories					<input type="button" value="eExam"/>
<input type="checkbox"/>	FBQ	To make data available on the internet for interactive reporting in Access, use <input type="text"/>	Data access page					<input type="button" value="eExam"/>
<input type="checkbox"/>	FBQ	A collection of organised data with relationship in their elements is known as <input type="text"/>	Database					<input type="button" value="eExam"/>
<input type="checkbox"/>	FBQ	To assign existing task in excel, <input type="text"/>	Click the desired task from the task list and click assign task					<input type="button" value="eExam"/>

<input type="checkbox"/>									
<input type="checkbox"/>	FBQ	Many business professional relied on computers <input type="text"/>	to crunch numbers						eExam
<input type="checkbox"/>	FBQ	Before 1960, computers were categorised as <input type="text"/>	special purpose machines						eExam
<input type="checkbox"/>	FBQ	To reduce stress in the use of computer for long hours <input type="text"/> to touch type	learn						eExam
<input type="checkbox"/>	FBQ	Mail merging is very important in the <input type="text"/> of business documents	production						eExam
<input type="checkbox"/>	FBQ	Table Datasheet View enables you to add, edit, view and work with <input type="text"/> in a table.	data						eExam
<input type="checkbox"/>	FBQ	Rows in a table are called <input type="text"/>	records						eExam
<input type="checkbox"/>	FBQ	Columns in a table are called <input type="text"/>	fields						eExam
<input type="checkbox"/>	FBQ	A <input type="text"/> helps you to view, enter and change data directly in a table	form						eExam
<input type="checkbox"/>	FBQ	HTML stands for <input type="text"/>	Hypertext Markup Language						eExam
<input type="checkbox"/>	FBQ	Who Creates HTML documents and develops server processing? <input type="text"/>	Programmer						eExam
<input type="checkbox"/>	FBQ	Software products falls into the following except <input type="text"/>	Software accessories						eExam
<input type="checkbox"/>	FBQ	Graphic designers sees to the <input type="text"/>	develop the visual appearance and create graphic images of the site.						eExam

<input type="checkbox"/>									
<input type="checkbox"/>	FBQ	To develop a web site requires the creation of a <input type="text"/>	team						eExam
<input type="checkbox"/>	FBQ	A good data communication support <input type="text"/>	Expensive equipment sharing						eExam
<input type="checkbox"/>	FBQ	proofread a typed job before it is sent out of the organisation is best achieved by the use of <input type="text"/>	Thesaurus.	spelling and grammar tools					eExam
<input type="checkbox"/>	FBQ	. Press ctrl + B for <input type="text"/>	Bold						eExam
<input type="checkbox"/>	FBQ	Short cut key for italic is <input type="text"/>	ctrl + I						eExam
<input type="checkbox"/>	FBQ	Short cut key for underscore is <input type="text"/>	ctrl + U						eExam
<input type="checkbox"/>	FBQ	Short cut key for Undo is <input type="text"/>	ctrl + z						eExam
<input type="checkbox"/>	FBQ	.To underline, bold, italicize text we use <input type="text"/> formatting	Simple Character						eExam
<input type="checkbox"/>	FBQ	Special character formatting are used to <input type="text"/> the document	enrich						eExam
<input type="checkbox"/>	FBQ	The use of computer can be classified under the following activities except <input type="text"/>	auditing						eExam
<input type="checkbox"/>	FBQ	To secure data or documents or files, the use of password is considered very <input type="text"/>	helpful						eExam
<input type="checkbox"/>	FBQ	If the file or document is not a confidential document, the normal delete can be <input type="text"/>	used.						eExam
<input type="checkbox"/>	FBQ	The use of the personal computer could be personalised by the use of <input type="text"/>	password.						eExam

<input type="checkbox"/>									
<input type="checkbox"/>	FBQ	Charts and diagrams are used for <input type="text"/>	illustrations						eExam
<input type="checkbox"/>	FBQ	The following are the main problems associated with business except <input type="text"/>	Manage list of contacts						eExam
<input type="checkbox"/>	FBQ	"Our Reference" indicates the reference of the <input type="text"/>	writer						eExam
<input type="checkbox"/>	FBQ	Letters addressed to a group of persons is termed as <input type="text"/>	Circular Letters						eExam
<input type="checkbox"/>	FBQ	There are <input type="text"/> types of letters	four	4					eExam
<input type="checkbox"/>	FBQ	Passing of junk e-mails and faxes are part of <input type="text"/>	computer crime						eExam
<input type="checkbox"/>	FBQ	Which of the following is not a desktop tools? <input type="text"/>	Paint						eExam
<input type="checkbox"/>	FBQ	To add a digital ID to your address book from another source, <input type="text"/>	Double click the existing one						eExam
<input type="checkbox"/>	FBQ	One of the careers that can be made from computer is <input type="text"/>	graphic artist						eExam
<input type="checkbox"/>	FBQ	Jessica Evans was among those who developed a model for problem solving in year <input type="text"/>	2006						eExam
<input type="checkbox"/>	FBQ	Parasitic programmes which can replicate themselves is known as <input type="text"/>	Software virus						eExam
<input type="checkbox"/>	FBQ	To reduce stress in the use of computer for long hours, <input type="text"/>	learn to touch type						eExam
<input type="checkbox"/>	FBQ	Working on the laptop for long hours could affect your <input type="text"/>	health.						eExam

<input type="checkbox"/>									
<input type="checkbox"/>	FBQ	Storage device can be classified as magnetic or <input type="text"/>	optical						eExam
<input type="checkbox"/>	FBQ	To buy a computer for a business, a major consideration must be given to <input type="text"/>	the volume of work						eExam
<input type="checkbox"/>	FBQ	Word processor, provides tools for creating and formatting <input type="text"/> documents	text-based						eExam
<input type="checkbox"/>	FBQ	The information that need to be documented in radiology may come from <input type="text"/>	Tele-pathology						eExam
<input type="checkbox"/>	FBQ	ENIAC Stands for <input type="text"/>	Electronic Numeric Integrator and Calculator						eExam
<input type="checkbox"/>	FBQ	Which of the following does not belong to this group? <input type="text"/>	Projecting quality control of goods						eExam
<input type="checkbox"/>	FBQ	The product of focus for documentation in manufacturing company are goods, while that of education are <input type="text"/>	teachers and students						eExam
<input type="checkbox"/>	FBQ	Problems cannot be separated from <input type="text"/>	normal human daily activities						eExam
<input type="checkbox"/>	FBQ	The use of computers, the internet and other communication technologies to provide medical care to patients at a distance is <input type="text"/>	Telemedicine						eExam
<input type="checkbox"/>	FBQ	After a problem has been identified, <input type="text"/>	Identify the cause of it						eExam
<input type="checkbox"/>	FBQ	Re-analyse a business problem take place after <input type="text"/>	a problem statement						eExam

<input type="checkbox"/>									
<input type="checkbox"/>	FBQ	The package that is very useful for financial analysis is known as <input type="text"/>	Microsoft Excel						eExam
<input type="checkbox"/>	MCQ	Which of the following statements is true?	All graphic software require special skills	Some graphic software require special skills, while others are easily integrated into documents	Graphic software are difficult to integrate into other documents	Graphics do not need special skill	B		eExam
<input type="checkbox"/>	MCQ	_____ can be used for updating and deleting multiple records at the same time	Table	Query	Form	Report	B		eExam
<input type="checkbox"/>	MCQ	To launch Paint software, click on _____	Accessories	Insert	Microsoft Office	Home	A		eExam
<input type="checkbox"/>	MCQ	Which of the following is not a desktop tools?	Address book	Calculator	Note pad	Paint	D		eExam
<input type="checkbox"/>	MCQ	_____ can be used to organise meetings	Microsoft Word	Microsoft PowerPoint	Microsoft Outlook	Microsoft Access	C		eExam
<input type="checkbox"/>	MCQ	To make data available on the internet for interactive reporting in Access, use _____	Query	Data access page	Report	Table Datasheet view	B		eExam
<input type="checkbox"/>	MCQ	The numbers associated with 'Variance data' include _____	Time	number	Currency	Currency and number	D		eExam
<input type="checkbox"/>	MCQ	A collection of organised data with relationship in their elements is known as _____	Database	Information	Data	Information directory	A		eExam
<input type="checkbox"/>	MCQ	To import business card from _____	Address notepad	Business book	Address book	Enquiry	C		eExam
<input type="checkbox"/>	MCQ	To assign existing task in excel, _____	Click the desired task from the task list and click assign task	Click assign task from the task list	Click task and select assign task	Click assign task from the menu bar	A		eExam
<input type="checkbox"/>	MCQ	To use Access to view group schedule, use _____	Calendar	Task	Track	View	A		eExam
<input type="checkbox"/>	MCQ	There are _____ basic ways of managing large worksheets	Four	Five	three	Two	C		eExam

<input type="checkbox"/>								
<input type="checkbox"/>	MCQ	Making some rows and columns visible while you scroll across the work sheet means _____	Freezing panes	Panes	Freezing pannel	All of the above	A	eExam
<input type="checkbox"/>	MCQ	A document saved in Word 2007 cannot be opened with a _____ version of word	Higher	lower	Medium	All of the above	B	eExam
<input type="checkbox"/>	MCQ	Microsoft Word is a _____ designed to handle the basic skills of business documents	Hardware	Package	software	None of the above	C	eExam
<input type="checkbox"/>	MCQ	There is no communication if the receiver cannot decode or _____ what has been sent.	Analyse	interpret	Justify	Elucidate	B	eExam
<input type="checkbox"/>	MCQ	The four types of letters are business letters, circular letters, personal-business letters and _____	Personal letters	Arguiment Letter	business Letter	All of the above	A	eExam
<input type="checkbox"/>	MCQ	Letters written or received from relatives and friendsis called _____	Personal Letters	Business Letter	Correspondence	Official Letter	A	eExam
<input type="checkbox"/>	MCQ	Where the sex of the addressee is not known, the salutation should be _____	Dear ma	Dear Sir	Dear Sir/Ma	None of the above	B	eExam
<input type="checkbox"/>	MCQ	The two main styles of business letters presentations are _____ and _____	blocked and indented	Right and left	Block and Cap	All of the above	A	eExam
<input type="checkbox"/>	MCQ	Which of the following is not a desktop tools?	Address book	Calculator	Note pad	Paint	D	eExam
<input type="checkbox"/>	MCQ	_____ can be sent on assigned task	Report	Status report	Task report	Verification report	B	eExam
<input type="checkbox"/>	MCQ	To track assigned task in Access, click _____	Option	Tools	Track	Query	A	eExam
<input type="checkbox"/>	MCQ	Which of the following statements is true?	Task can be forwarded to a person among group of persons in Access	Task cannot be forwarded to a person among group of persons	In forwarding a task you must split the group	The group from which task is forwarded must be asterisk	A	eExam
<input type="checkbox"/>	MCQ	Which of the following statements is true?	You can accept or decline a task in Access	You cannot decline a task in Access once accepted	You can decline tasks with specific instructions	Declining a task in access could affect other records	A	eExam

<input type="checkbox"/>								
<input type="checkbox"/>	MCQ	To assign existing task in excel, _____	Click the desired task from the task list and click assign task	Click assign task from the task list	Click task and select assign task	Click assign task from the menu bar	A	eExam
<input type="checkbox"/>	MCQ	To use Access to view group schedule, use _____	Calendar	Task	Track	View	A	eExam
<input type="checkbox"/>	MCQ	_____ can be used to organise meetings	Microsoft Word	Microsoft PowerPoint	Microsoft Outlook	Microsoft Access	C	eExam
<input type="checkbox"/>	MCQ	Grand total can be calculated in Access by selecting the desired values by using _____	Tables	Form	Query	Formula	C	eExam
<input type="checkbox"/>	MCQ	The numbers associated with 'Variance data' include _____	Time	number	Currency	Currency and number	D	eExam
<input type="checkbox"/>	MCQ	To make data available on the internet for interactive reporting in Access, use _____	Query	Data access page	Report	Table Datasheet view	B	eExam
<input type="checkbox"/>	MCQ	After a problem has been identified, _____	identify the cause of it	plan a problem solving model	solve the problem	create strategy for problem solving	A	eExam
<input type="checkbox"/>	MCQ	Any business should avoid _____	computer crime	computer games	fake computers	computer misuse	D	eExam
<input type="checkbox"/>	MCQ	One of the careers that can be made from computer is _____	graphic artist	presenter	photography	computing	A	eExam
<input type="checkbox"/>	MCQ	Software products falls into the following except _____	Spreadsheets	Database managers	Software accessories	Communication and internet browsers	C	eExam
<input type="checkbox"/>	MCQ	To launch Paint software, click on _____	Accessories	Insert	Microsoft Office	Home	A	eExam
<input type="checkbox"/>	MCQ	Which of the following statements is true?	All graphic software require special skills	Some graphic software require special skills, while others are easily integrated into documents	Graphic software are difficult to integrate into other documents	Graphics do not need special skill	B	eExam
<input type="checkbox"/>	MCQ	After a problem has been identified, _____	identify the cause of it	plan a problem solving model	solve the problem	create strategy for problem solving	A	eExam



<input type="checkbox"/>								
<input type="checkbox"/>	MCQ	To add a digital ID to your address book from another source, _____	Click on address book	Click on the existing one	Double click the address book	Double click the existing one	D	eExam
<input type="checkbox"/>	MCQ	To import business card from _____	Address notepad	Business book	Address book	Enquiry	C	eExam
<input type="checkbox"/>	MCQ	To reduce stress in the use of computer for long hours, _____	learn to touch type	do not use computer often	the use of computer should be restricted to special jobs	select appropriate computer	A	eExam
<input type="checkbox"/>	MCQ	To buy a computer for a business, a major consideration must be given to _____	the volume of work	computer specification	the operating system	the configuration of the computer	A	eExam
<input type="checkbox"/>	MCQ	One of the careers that can be made from computer is _____	graphic artist	presenter	photography	computing	A	eExam
<input type="checkbox"/>	MCQ	The use of computer can be classified under the following activities except _____	for sale	for accounting	classroom	auditing	D	eExam
<input type="checkbox"/>	MCQ	To track sales, one of the following would be most useful.	word processor	spreadsheet programmes	database management	presentation programmes	C	eExam
<input type="checkbox"/>	MCQ	Many business professional relied on computers _____	to solve problems	to crunch numbers	for data analysis	problem analysis	B	eExam
<input type="checkbox"/>	MCQ	The operating system provide _____	the work command	the tools	the ability	the equipment	B	eExam
<input type="checkbox"/>	MCQ	Which of the following is the most used in business environment?	Mainframe computers	ENIAC computers	Personal computers	UNIVAC computers	C	eExam
<input type="checkbox"/>	MCQ	Before 1960, computers were categorised as _____	special purpose machines	business machines	mainframe computers	digital equipment	A	eExam
<input type="checkbox"/>	MCQ	_____ package is very useful for financial analysis	Microsoft Word	Microsoft Excel	Microsoft Access	Microsoft PowerPoint	B	eExam
<input type="checkbox"/>	MCQ	You re-analyse a business problem after _____	a problem statement	a problem has been identified	problem analysis	problem assessment	A	eExam
<input type="checkbox"/>	MCQ	After a problem has been identified, _____	identify the cause of it	plan a problem solving model	solve the problem	create strategy for problem solving	A	eExam
<input type="checkbox"/>	MCQ	Jessica Evans was among those who developed a model for problem solving in year _____	2000	2002	2004	2006	D	eExam

<input type="checkbox"/>	MCQ	The following are the main problems associated with business except _____	Increase in productivity	Quality control measure	Sustainability in business	Manage list of contacts	D	<a href="#">eExam</a>
<input type="checkbox"/>	MCQ	Problems cannot be separated from _____	normal human daily activities	normal procedure	business activities only	typing jobs	A	<a href="#">eExam</a>
<input type="checkbox"/>	MCQ	The product of focus for documentation in manufacturing company are goods, while that of education are _____	teachers	students	parents	teachers and students	B	<a href="#">eExam</a>
<input type="checkbox"/>	MCQ	Software products falls into the following except _____	Spreadsheets	Database managers	Software accessories	Communication and internet browsers	C	<a href="#">eExam</a>
<input type="checkbox"/>	MCQ	The information that need to be documented in radiology may come from _____	X-ray	Ultrasound	Digital imaging technique	Tele-pathology	D	<a href="#">eExam</a>
<input type="checkbox"/>	MCQ	Which of the following does not belong to this group? _____	Computation of results	Projecting quality control of goods	Students' enrolment	Projection of students' enrolment within a specific period	B	<a href="#">eExam</a>
<input type="checkbox"/>	MCQ	Any business should avoid _____	computer crime	computer games	fake computers	computer misuse	D	<a href="#">eExam</a>

Showing 1 to 120 of 120 entries

[Previous](#)
1
[Next](#)