

**DR.RAFIQ ZAKARIA CAMPUS-I**  
**MAULANA AZAD COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**DEPARTMENT OF COMMERCE & MANAGEMENT SCIENCE**  
**CLASS: BBA-II SEM.      SUBJECT:ENVIRONMENT AWARENESS-I**

**(Multiple Choice type Questions)**

1. The main source of water pollution is:
  - a. Sewage water
  - b. Rain water
  - c. Atmospheric pollutants
  - d. Well-water
  
2. Which gas is mainly responsible for green house effects
  - a. CO<sub>2</sub>
  - b. O<sub>2</sub>
  - c. H<sub>2</sub>
  - d. Water vapours
  
3. Cutting of trees in a forest is called
  - a. Reforestation
  - b. Aforestation
  - c. Deforestation
  - d. None of these
  
4. The sound of which intensity is regarded as the safe noise level for a city?
  - a. 80 dB
  - b. 45 dB
  - c. 120 dB
  - d. 60 dB
  
5. Which of the following disease is not caused by water pollution?
  - a. Typhoid
  - b. Dysentery
  - c. Malaria
  - d. Jaundice
  
6. Earth day is observed on:
  - a. February 16
  - b. April 4
  - c. April 22
  - d. September 17
  
7. State with the highest percentage of forests is:
  - a. Arunachal Pradesh
  - b. Mizoram
  - c. Assam
  - d. Uttar Pradesh

8. Project Tiger was introduced in:
- 1973
  - 1984
  - 1995
  - 2001
9. World wildlife fund was founded ins:
- 1961
  - 1965
  - 1969
  - 1992
10. World Environment day is observed on:
- January 31
  - June 5
  - August 25
  - October 31
11. Branch of Biology which is concerned with the inter-relationship between plants and animals
- Physiology
  - Ecology
  - Anatomy
  - Morphology
12. The largest unit of living organization on earth is:
- Ecosystem
  - Biome
  - Biosphere
  - Population
13. The two components of an ecosystem are:
- Plants and animals
  - Biotic and abiotic
  - Plants and light
  - Weeds and micro-organisms
14. The green plants are called:
- Producers
  - Consumers
  - Decomposers
  - None of these
15. Total organic matter present in an ecosystem is called :
- Biome
  - Biomass
  - Biotic community
  - Litter

16. Plants are killed at low temperature because:
- Desiccation takes place owing to the withdrawal of water from vacuolated protoplasm
  - Precipitation of cell proteins
  - Cells rupture due to the mechanical pressure of ice
  - All the above three are correct
17. Which one of the chemicals is responsible for the reduction of ozone content of the atmosphere
- SO<sub>2</sub>
  - Chlorofluoro carbon
  - HCl
  - Photochemical smog
18. Acid rains occur when atmosphere is heavily polluted with
- CO, CO<sub>2</sub>
  - Smoke particles
  - Ozone
  - SO<sub>2</sub> and NO<sub>2</sub>
19. Spraying of DDT on crops causes polluted of
- Soil and Water
  - Air and Soil
  - Crops and Air
  - Air and Water
20. Soil erosion can be prevented by:
- Increasing bird population
  - Afforestation
  - Removal of vegetation
  - Over grazing
21. The unfavourable alteration of environment due to human activities is termed as
- ecological disturbance
  - catastrophe
  - ecological degradation
  - pollution
22. Which of the following is the best indicator of SO<sub>2</sub> pollution
- Bryophyte
  - Pteridophyte
  - Lichen
  - Algae
23. Heavy dust can cause
- leaf blights
  - opening of stomata
  - closure of stomata
  - browning of leaves

24. Which of the following is the major cause of pollution

- a. Plants
- b. Man
- c. Fungi
- d. hydrocarbon gases

25. Minamata disease was caused by pollution of water by

- a. Mercury
- b. Lead
- c. Tin
- d. Methyl iso cyanate

26. BOD stands for

- a. biotic oxidation demand
- b. biological oxidation demand
- c. biological oxygen demand
- d. biochemical oxygen demand

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**CLASS: BBA-II SEM      SUBJECT: ADMINISTRATIVE PRACTICES**

**(Multiple Choice type Questions)**

1. To keep statutory books according to the provisions of the Companies Act, 1956 is \_\_\_\_\_ for every company.
  - a) Optional
  - b) Compulsory
  - c) A or B
  - d) A and B
  
2. The books or registers which are prepared and maintained compulsorily by the company are called\_\_\_\_\_.
  - a) Statutory books
  - b) Returns
  - c) Books of accounts
  - d) Journal
  
3. The register of members is treated as \_\_\_\_\_evidence of membership
  - a) Secondary
  - b) Primary
  - c) Prima-facie
  - d) Non-valid
  
4. The registrar of members may be closed for a period of \_\_\_\_\_in a year
  - a) 45
  - b) 50
  - c) 30
  - d) 20
  
5. Balance sheet is required to be prepared \_\_\_\_\_
  - a) In a prescribed form
  - b) By the secretary
  - c) The specific form prescribed by the registrar
  - d) None of the above
  
6. To write the required information in the statutory book is the responsibility of the \_\_\_\_\_
  - a) Registrar
  - b) Secretary
  - c) Directors
  - d) Members
  
7. The \_\_\_\_\_has power to rectify the registrar of members
  - a) Secretary
  - b) Director
  - c) Court
  - d) None of these

8. The annual return of the company must be approved by the shareholders in the \_\_\_\_\_ meetings
- Statutory
  - Annual general
  - Quarter
  - Board of Directors
9. A certified copy of the extract from the register members must be supplied by the company within \_\_\_\_\_ days from the date of request made
- 7
  - 10
  - 15
  - 20
10. The index of the members is required to be maintained if the number of the members of a company exceeds \_\_\_\_\_
- 20
  - 30
  - 50
  - 100
11. The proceedings of the meeting must be recorded within \_\_\_\_\_ days of the conclusion of the meetings
- 90
  - 30
  - 60
  - 45
12. The annual return is to be filed by the secretary to the registrar of the Companies within \_\_\_\_\_ days before the Annual General meetings.
- 14
  - 21
  - 13
  - 30
13. The Register of members is considered as \_\_\_\_\_ evidence of membership
- Primary
  - First
  - Prima facie
  - Secondary
14. A company is required to keep \_\_\_\_\_ register, if it has a large number of members from foreign countries.
- Indian
  - NRI
  - Foreign
  - None of these

15. The company is required to prepare the annual returns in the \_\_\_\_\_ form
- Prescribed
  - Sample
  - Both A&B
  - A or B
16. The minute's books contains the records of \_\_\_\_\_-made at meetings.
- Proceedings and decisions
  - Prospects and decisions
  - Planning and decisions
  - Place and decisions
17. The Register of members must be kept open for inspection, atleast for \_\_\_\_\_ hours on every working day.
- One
  - Two
  - Three
  - Four
18. In case the number of members exceeds \_\_\_\_\_the company is required to keep an index of its members
- 20
  - 25
  - 50
  - 55
19. The minutes book of the Annual General Meetings should be kept at the \_\_\_\_\_of the company.
- Administration Office
  - Registered Office
  - Department
  - None of these
20. A company is required to give a notice of \_\_\_\_\_days before the closure of the register of members.
- Six
  - Seven
  - Eight
  - Nine
21. A company is required to keep a separate \_\_\_\_\_for every type of meeting
- Table
  - Room
  - Minutes book
  - Register
22. Drafting the minutes of a meeting is the duty of the \_\_\_\_\_
- Secretary
  - Member
  - BOD
  - Vice-president

23. A copy of the minutes of a meetings should be given to the members within \_\_\_\_\_ - days after its demand.
- One
  - Two
  - Seven
  - Eight
24. Consent to act as director of a company must be filed with the Registrar of Companies in the prescribed form called \_\_\_\_\_
- Form No. B
  - Form No.12
  - Form no. 29
  - Form no. 30
25. The register of \_\_\_\_\_ may be closed any time during the accounting year.
- Foreign Members
  - Indian Members
  - A or B
  - A and B
26. Company is \_\_\_\_\_
- Artificial person
  - Individual
  - Name
  - Original person
27. \_\_\_\_\_ report is prepared by a group of experts.
- Committee
  - Statutory
  - Annual
  - Progress
28. The committee report is required to be written in the \_\_\_\_\_ person
- First
  - Second
  - Third
  - Fourth
29. The \_\_\_\_\_ report is prepared in accordance with the provisions of the law.
- Statutory
  - Non-statutory
  - Auditors
  - Voluntary
30. The Annual Report has to be submitted by the \_\_\_\_\_ to the shareholders at the Annual General Meetings
- Auditors
  - Accountant
  - Board of Director
  - None of these

31. \_\_\_\_\_ report certifies the correctness of the accounts of a company
- Progress
  - Annual
  - Statutory
  - None of these
32. The progress report is an example of \_\_\_\_\_-report
- Secretary
  - Statutory
  - Non-statutory
  - B&C
33. The capital of a company in the form deposits is \_\_\_\_\_of the company
- Borrowed capital
  - Public deposit
  - Share capital
  - Credit capital
34. Depositors are \_\_\_\_\_of the company
- Loan creditors
  - Owners
  - Suppliers
  - Owners
35. The company cannot accept deposit unless it publishes \_\_\_\_\_-inviting deposits in the local newspapers
- Memorandum of Association
  - Prospectus
  - Advertisement
  - None of these
36. Collecting the capital through the medium of deposit is a \_\_\_ capital
- Public
  - Private
  - Borrowed
  - Credit
37. Depositors are also known as \_\_\_\_\_creditors of a company
- Secured
  - Unsecured
  - Debenture holder
  - None of these
38. \_\_\_\_\_is deducted from the amount of interest received on the deposits.
- TDS
  - VAT
  - PF
  - All of these

39. Depositors are entitled to receive \_\_\_\_\_ at fixed rate at regular intervals of time.

- a) Interest
- b) Dividend
- c) Income
- d) All of these

40. Features of company \_\_\_\_\_

- a) Artificial person
- b) Common seal
- c) A&B
- d) A or B

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**CLASS: BBA-II SEM.      SUBJECT: BUSINESS ECONOMICS**

**(Multiple Choice type Questions)**

1. Economics is derived from the Greek word oikonomios which means
  - a) Business Management
  - b) Business Economics
  - c) House Management
  - d) Wealth.
  
2. Who is called as father of Economics?
  - a) Adam Smith
  - b) Robinson
  - c) Marshall
  - d) George Bernard
  
3. Who expressed the view that Economics is neutral between ends...
  - a) Robbins
  - b) Marshall
  - c) Pigou
  - d) Adam smith
  
4. Economics is the science of wealth who gave this definition?
  - a) J.K.Mehta
  - b) Marshall
  - c) Robbin
  - d) Adam smith
  
5. Paul A. Samuelson has defined economics as \_\_\_\_\_
  - a) Science of Wealth
  - b) Science of Material well-being
  - c) Science of dynamic growth and development
  - d) None of these
  
6. Which of the following is related with controlling economic problems?
  - a) What to produce
  - b) How to produce
  - c) For whom to produce
  - d) All of the above.
  
7. Positive science concern with economics analysis
  - a) Cause relationship
  - b) Effect relationship
  - c) Cause and effect relationship
  - d) None of these

8. The existence of both public and private sector enterprises constitutes
  - a) Capitalist economy
  - b) Mixed economy
  - c) Socialist economy
  - d) None of the above
  
9. Capitalism refers to
  - a) The use of markets
  - b) Government ownership of capital goods
  - c) Private ownership of capital goods
  - d) Private ownership of homes & cars
  
10. An enquiry into the nature and causes of wealth of nations is the book of economist....
  - a) Samuelson
  - b) Adam smith
  - c) Robbins
  - d) Marshall
  
11. Economics is what economics do. It has not been supported by\_\_\_\_\_
  - a) Marshall
  - b) Richard Jones
  - c) Comte
  - d) Gunnar Myrdal
  
12. Peoples wants are
  - a) More
  - b) Limited
  - c) Unlimited
  - d) None of these
  
13. The subject matter of economics is \_\_\_\_\_
  - a) To ensure economic progress of the people
  - b) To run business
  - c) To satisfy unlimited wants with limited means
  - d) To mobilize resources and to use them
  
14. Under command economy, activities are guided by\_\_\_\_\_
  - a) The automatic price system
  - b) Government planning
  - c) The freedom of consumers
  - d) Competition
  
15. Who has given scarcity definition of economics?
  - a) Adam smith
  - b) Alfred Marshall
  - c) Robinsons
  - d) Robertson

16. Profits are denoted as, which of the following symbol?
- a) Sigma
  - b) Summation
  - c) Pie
  - d) Alpha
17. Sales maximization concept is given by \_\_\_\_\_
- a) Baumol
  - b) Samuelson
  - c) Marshall
  - d) Adam smith
18. Micro economic theory is also known as \_\_\_\_\_
- a) Business Theory
  - b) Price Theory
  - c) Individual theory
  - d) Cost Theory
19. Profit = \_\_\_\_\_
- a)  $TR+TC$
  - b)  $TR-TC$
  - c)  $TC-TR$
  - d)  $TR/TC$
20. Profit Maximisation goal is suitable for \_\_\_\_\_ and \_\_\_\_\_ markets
- a) Monopolistic and Oligopoly
  - b) Monopolistic and duopoly
  - c) Monopsony and duopsony
  - d) Perfect competition and monopoly
21. In economics the central problem is
- a) Scarcity
  - b) Money
  - c) Consumption
  - d) Production
22. Utility is measured by \_\_\_\_\_
- a) Wealth
  - b) Price
  - c) Income
  - d) Value or worth
23. The extra utility from consuming one more unit of a commodity is called\_
- a) Bonus utility
  - b) Additional utility
  - c) Surplus utility
  - d) Marginal utility

24. If marginal utility is zero \_\_\_\_\_
- Total utility is zero
  - An additional unit of consumption will decrease total utility
  - An additional unit of consumption will increase total utility
  - Total utility is maximum
25. The phrase ceteris paribus is best expressed as \_\_\_\_\_
- All else equal
  - Everything affects everything else
  - Scarcity is a fact of life
  - There is no such thing as a free lunch.
26. When the total utility curve reaches its maximum level, marginal utility \_\_\_\_\_
- Zero
  - Positive
  - Negative
  - Rising
27. In case of utility theory as income increases, marginal utility of money \_\_\_\_\_
- Decreases
  - Increases
  - Constant
  - None of these
28. Who has given the concept of consumer surplus\_
- Alfred Marshall
  - Robinsons
  - Pigou
  - None of these
29. Education is \_\_\_\_\_
- Merit goods
  - Specific goods
  - Both A & B
  - None of these
30. Utility means \_\_\_\_\_
- Power to satisfy a want
  - Usefulness
  - Willingness of a person
  - Harmfulness
31. Marginal utility is equal to average utility at that time when average utility is \_\_\_\_\_
- Increasing
  - Falling
  - Minimum
  - Maximum

32. At point of safety, marginal utility is \_\_\_\_\_
- a) Positive
  - b) Negative
  - c) Maximum
  - d) Zero
33. According to Marshall, the basis of consumer surplus is \_\_\_\_-
- a) Law of diminishing marginal utility
  - b) Law of equi-marginal utility
  - c) Law of proportions
  - d) All of the above
34. Demand is a function of \_\_\_\_\_
- a) Price
  - b) Income
  - c) Advertisement
  - d) Consumers
35. Total utility of a commodity is measured by which price of that commodity??
- a) Value in use
  - b) Value in exchange
  - c) Both A&B
  - d) Value of money
36. When we know the quantity of a product that buyers wish to purchase at each possible price, we know \_\_\_\_\_
- a) Demand
  - b) Supply
  - c) Excess Demand
  - d) Excess Supply
37. Which will cause a change in the demand for commodity X?
- a) A change in tastes
  - b) A change in income
  - c) A change in the price of X
  - d) A change in price of Complementary product
38. A market demand can be derived by adding all the individual demand curves \_\_\_\_\_
- a) Vertically
  - b) Horizontally
  - c) Parallel
  - d) Any of the above as long as it is consistent
39. A market demand schedule for a product indicates that \_\_\_\_\_
- a) There is an inverse relationship between price and quantity demanded
  - b) As the product's price falls, consumers buy less of the good
  - c) There is a direct relationship between price and quantity demanded
  - d) As a product's price rises, consumers buy less of other goods.

40. Other things being equal the law of demand implies that as \_\_\_\_\_
- a) The price increases, the quantity demanded will decrease
  - b) The price increases, the quantity demanded will increase
  - c) The demand for increases, the price will decrease
  - d) Income decreases, the quantity demanded will increase.
41. Law of demand does not include \_\_\_\_\_
- a) Price of commodity is an independent variable
  - b) Quantity demanded is a dependent variable
  - c) Cost of product
  - d) None of these.
42. For inferior commodities, income effect is \_\_\_\_\_ --
- a) Zero
  - b) Negative
  - c) Positive
  - d) Infinite
43. How to calculate per capital income?
- a) National income/ total production
  - b) National income/total employed population
  - c) National income /total personal income commercial
  - d) All of the above
44. Business Cycle also known as \_\_\_\_\_
- a) Trade cycle
  - b) Contraction
  - c) Expansion
  - d) Upper turning point
45. The main aim of monetary policy is \_\_\_\_\_
- a) To regulate cost and credit
  - b) To control inflation
  - c) To control foreign exchange
  - d) All of the above
46. Bank rate is also known as\_\_--
- a) Interest rate
  - b) CRR
  - c) SDR
  - d) Lending rate
47. Inflation means \_\_\_\_\_
- a) More money less value
  - b) Less money high value
  - c) More money more value
  - d) Less value less money

48. The taxation and public expenditure policy is known as \_\_\_\_\_
- a) Monetary policy
  - b) Fiscal policy
  - c) Trade policy
  - d) Pricing policies
49. When national income of a country is calculated in terms of constant prices, it is called as \_\_\_\_\_
- a) Nominal GNP
  - b) GNP at current prices
  - c) GNP at constant prices
  - d) GDP at constant prices
50. \_\_\_\_\_ is a variable budget
- a) Flexible budget
  - b) Fixed budget
  - c) Both A&B
  - d) None of these.
51. In India, the central monetary authority is the \_\_\_\_\_
- a) Federal Bank
  - b) State Bank
  - c) Reserve Bank of India
  - d) Indian Bank
52. \_\_\_\_\_ is the certain percentage of bank deposits which banks are required to keep with RBI in the form of reserves or balances.
- a) Cash reserve ratio
  - b) Statutory Liquid Ratio
  - c) Bank Rate
  - d) All of the above
53. \_\_\_\_\_ is known as Value Added Method to GDP
- a) Product method
  - b) Income method
  - c) Expenditure method
  - d) None of these
54.  $GDP \text{ Factor Cost} = \text{Net Value Added} + \text{_____} -$
- a) Income
  - b) Expenditure
  - c) Indirect taxes
  - d) Depreciation
55. \_\_\_\_\_ is measure of money, in which all kinds of goods and services produced in a country during one year are measured in terms of money at current prices.
- a) GDP
  - b) GNP
  - c) NDP
  - d) NNP

56. GNP value added= Gross value added + \_\_\_\_\_
- a) Domestic Private instrument
  - b) Net foreign investment
  - c) Net income from Abroad
  - d) Depreciation
57. NNP at factor cost = \_\_\_\_\_ indirect taxes + subsidies
- a) Net foreign Investment
  - b) Net income from abroad
  - c) Net National product at market prices
  - d) GNP at Market prices
58. Who prepares the fiscal policy?
- a) Government
  - b) IMF
  - c) RBI
  - d) World Bank
59. When the difference between the value of materials output and inputs are added up for all industries in the economy we arrive at \_\_\_\_\_
- a) NNP
  - b) GDP
  - c) GNP
  - d) NDP
60. Which is not a tool of fiscal policy?
- a) Public debt
  - b) Public taxation
  - c) Bill market
  - d) Public Expenditure

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**CLASS: BBA-II- SEM.      SUBJECT: ACCOUNTANCY-II**  
**(Multiple Choice type Questions)**

1. What does a credit balance of income & expenditure account show at the end of a year?
  - A. Surplus
  - B. Loss
  - C. Deficit
  - D. Gross profit
  
2. The name of the account prepared by a non trading concern to calculate the balance of cash or balance at bank is called:
  - A. bank account
  - B. bank statement
  - C. income & expenditure account
  - D. receipts and payments account.
  
3. The difference between total assets and total liabilities of a club is known as:
  - A. capital
  - B. working capital
  - C. accumulated fund
  - D. total capital
  
4. The subscription details of a club are given below:-  
Received during the year Rs. 1080  
Subscription in advance on 1-1-2003 Rs. 300  
Subscription in advance on 31-12-2003 Rs. 50  
What amount will be entered in the income & expenditure account for the year ended 31st December 2003?
  - A. Rs. 1330
  - B. Rs. 830
  - C. Rs. 1080
  - D. Rs. 1380
  
5. The following details are available:  
Subscription arrears on 1-1-2003 Rs. 200  
Subscription received during the year Rs. 2080  
Subscription in advance on 31-12-2003 Rs. 150  
Subscription in advance on 1-1-2003 Rs. 300  
What is the amount to be shown in the income & expenditure account for the year ended 31st December 2003?
  - A. Rs. 3180
  - B. Rs. 1880
  - C. Rs. 2030
  - D. Rs. 2230
  
6. Which should be considered as capital receipt of a club?

- A. Donation
  - B. Sale of news paper
  - B. Sale of Furniture
  - D. Sale of bar items
7. Which of the following items will not appear in the balance sheet of a club?
- A. Subscription received for the current year.
  - B. Subscription received for the next year.
  - C. Subscription outstanding during the year.
  - D. Insurance prepaid
8. How are the subscriptions paid in advance recorded in a club's balance sheet?
- A. A current asset.
  - B. A current liability.
  - C. A fixed asset.
  - D. Added to accumulated fund.
9. Which of the following will not be entered in income & expenditure account?
- A. Sale of old news paper.
  - B. Loss on sale of an asset.
  - C. Payment of honorarium.
  - D. Amount received from sale of Furniture.
10. The subscription account is classified as?
- A. Income account
  - B. Expenses Account
  - C. Assets
  - D. Liabilities
11. Branch which does not maintain its own set of books is \_\_\_\_\_.
- A. dependent branch.
  - B. independent branch.
  - C. foreign branch .
  - D. local branch.
12. The business policies and the administration of a branch are wholly controlled by the head office the type of branch is \_\_\_\_\_.
- A. independent branch.
  - B. dependent branch.
  - C. local branch.
  - D. foreign branch.
13. A branch set up merely for booking orders which are executed by head office is \_\_\_\_\_.
- A. dependent branch.
  - B. independent branch.
  - C. foreign branch .
  - D. local branch .
14. Branches not keeping full system of accounting is \_\_\_\_\_.

- A. independent branch.
  - B. dependent branch.
  - C. local branch .
  - D. foreign branch.
15. All branch expenses such as rent, salary, are paid by the head office in case of \_\_\_\_\_.
- A. independent branch.
  - B. local branch.
  - C. local branch .
  - D. dependent branch.
16. Dependent branch make \_\_\_\_\_.
- A. only cash sales .
  - B. only credit sales.
  - C. cash and credit sales.
  - D. installment sales .
17. Under stock and debtors system the head office opens \_\_\_\_\_.
- A. branch adjust. account.
  - B. branch debtors account.
  - C. branch creditors account.
  - D. branch cash account.
18. In branch account, goods sent by branch X to branch Y, will be debited to \_\_\_\_\_.
- A. branch k.
  - B. branch x.
  - C. branch z
  - D. branch y
19. Under branch accounts debtors system, the depreciation of an asset is \_\_\_\_\_.
- A. show in debtors account.
  - B. shown in debit side of branch account.
  - C. not shown in branch account .
  - D. shown in credit side of branch account.
20. Under branch accounts debtors system, opening balance of assets are recorded in \_\_\_\_\_.
- A. credit side.
  - B. debit side.
  - C. first credit and debit side.
  - D. first debit and credit side.
21. Under branch accounts debtors system, closing balance of assets are recorded in \_\_\_\_\_.
- A. credit side.
  - B. debit side.
  - C. first credit and debit side.
  - D. first debit and credit side.
22. Under branch accounts debtors system, opening balance of liabilities are recorded in

- \_\_\_\_\_.
- A. first credit and debit side.
  - B. first debit and credit side.
  - C. credit side.
  - D. debit side.
23. Under branch accounts debtors system, closing balance of liabilities are recorded in \_\_\_\_\_.
- A. first credit and debit side.
  - B. first debit and credit side.
  - C. credit side.
  - D. debit side.
24. Under branch accounts debtors system, goods sent to branch account is recorded in \_\_\_\_\_.
- A. debit side.
  - B. credit side.
  - C. asset side .
  - D. liabilities side.
25. Under branch accounts debtors system, loading on goods sent to branch adjusted in \_\_\_\_\_.
- A. debit side.
  - B. credit side.
  - C. asset side .
  - D. liabilities side.
26. Under branch accounts debtors system, bad debts, discount allowed to debtors is \_\_\_\_\_.
- A. shown in debit side.
  - B. shown in credit side.
  - C. shown in asset side .
  - D. not shown.
27. Under branch accounts debtors system, both cash and credit sales are \_\_\_\_\_.
- A. shown in debit side.
  - B. shown in credit side.
  - C. shown in asset side .
  - D. not shown.
28. The difference between goods sent by head office and received by the branch is known as \_\_\_\_\_.
- A. goods in transit.
  - B. goods in godown.
  - C. goods in production.
  - D. goods in warehouse.
29. Under stock and debtors system of branch account, branch adjustment account is opened

when goods sent to branch is at

- A. cost price.
- B. invoice price.
- C. market price.
- D. normal price.

30. Under stock and debtors system of branch account, the account prepared to record all the transactions relating to branch debtors is recorded in \_\_\_\_\_.

- A. branch expenses account .
- B. branch adjustment account.
- C. branch debtors account.
- D. branch creditors account.

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**CLASS: BBA- II SEM                      SUBJECT: ITAB-I**

**(Multiple Choice type Questions)**

1. Which of the following is not valid version of MS Office?  
A) Office XP                      B) Office Vista  
C) Office 2007                      D) None of above
2. You cannot close MS Word application by  
A) Choosing File menu then Exit submenu  
B) Press Alt+F4  
C) Click X button on title bar  
D) From File menu choose Close submenu
3. The key F12 opens a  
A) Save As dialog box  
B) Open dialog box  
C) Save dialog box  
D) Close dialog box
4. What is the short cut key to open the Open dialog box?  
A) F12                      B) Shift F12  
C) Alt + F12                      D) Ctrl + F12
5. A feature of MS Word that saves the document automatically after certain interval is available on  
A) Save tab on Options dialog box  
B) Save As dialog box  
C) Both of above  
D) None of above
6. Where can you find the horizontal split bar on MS Word screen?  
A) On the left of horizontal scroll bar  
B) On the right of horizontal scroll bar  
C) On the top of vertical scroll bar  
D) On the bottom of vertical scroll bar
7. Which of the following is not available on the Ruler of MS Word screen?  
A) Tab stop box                      B) Left Indent  
C) Right Indent                      D) Center Indent  
E) All of them are available on ruler

8. What is place to the left of horizontal scroll bar?  
A) Tab stop buttons                      B) View buttons  
C) Split buttons                          D) Indicators                      E) None of above
9. Which file starts MS Word?  
A) Winword.exe                              B) Word.exe  
C) Msword.exe                              D) Word2003.exe
10. How many ways you can save a document?  
A) 3    B) 4  
C) 5    D) 6
11. If you want to keep track of different editions of a document which features will you use?  
A) Editions                                      B) Versions  
C) Track Change                              D) All of above
12. Background color or effects applied on a document is not visible in  
A) Web layout view                              B) Print Layout view  
C) Reading View                              D) Print Preview
13. What is a portion of a document in which you set certain page formatting options?  
A) Page    B) Document  
C) Section    D) Page Setup
14. Borders can be applied to  
A) Cells    B) Paragraph  
C) Text    D) All of above
15. Which of the following is not a type of page margin?  
A) Left    B) Right  
C) Center    D) Top
16. What is the default left margin in Word 2003 document?  
A) 1"    B) 1.25"  
C) 1.5"    D) 2"
17. What is gutter margin?  
A) Margin that is added to the left margin when printing  
B) Margin that is added to right margin when printing  
C) Margin that is added to the binding side of page when printing  
D) Margin that is added to the outside of the page when printing
18. Portrait and Landscape are  
A) Page Orientation                              B) Paper Size  
C) Page Layout                                      D) All of above

19. If you need to change the typeface of a document, which menu will you choose?

- A) Edit
- B) View
- C) Format
- D) Tools

20. Which of the following is not a font style?

- A) Bold
- B) Italics
- C) Regular
- D) Superscript

#### MS-EXCEL

1. Which of the following is not a valid Zoom percentage in Excel?

- A) 10
- B) 100
- C) 300
- D) 500

2. The spelling tool is placed on \_\_\_\_\_ toolbar

- A) Standard
- B) Formatting
- C) Drawing
- D) Reviewing

3. If you need a text to show vertically in a cell. How will you achieve this?

- A) Choose Vertical on Text alignment in Format Cells dialog box
- B) Choose 90 Degrees in Orientation of Format Cells dialog box
- C) Choose Distributed from the Vertical drop down list of Format Cells dialog box
- D) Choose Center Across Selection from Horizontal combo box in Format Cells dialog box

4. Can you set 0.5 inch left indentation for a cell in Excel?

- A) Excel does not have indentation feature
- B) You can specify indentation only if you turn the rulers on
- C) Indentation can be set from Format Cells dialog box
- D) The indentation can be specified only when printing

5. You can automatically adjust the size of text in a cell if they do not fit in width by

- A) Double clicking on the right border of column header
- B) From Format choose Columns and then Autofit Selection
- C) From Format Cells dialog box mark Shrink to fit check box
- D) All of above

6. Formatting a cell in Currency, you can specify

- A) Decimal Places
- B) Currency Symbol
- C) Both of above
- D) None of above

7. Formatting a cell in Number format you can't set

- A) Decimal Places
- B) Use 1000 separator
- C) Negative numbers
- D) Currency Symbol



17. When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply
- Use =if() function to format the required numbers red
  - Apply Conditional Formatting command on Format menu
  - Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
  - All of above
18. You can check the conditions against \_\_\_\_\_ when applying conditional formatting
- Cell value
  - Formula
  - Both of above
  - None of above
19. Which of the following is not true regarding Conditional Formatting?
- You can add more than one condition to check
  - You can set condition to look for Bold and apply Italics on them.
  - You can apply Font, border and pattern formats that meets the specified conditions
  - You can delete any condition from Conditional Formatting dialog box if it is not required
20. Which of the following is invalid statement?
- Sheet tabs can be colored
  - Some picture can be applied as a background of a sheet
  - You can set the column width automatically fit the amount of text
  - The width of a row and be specified manually or fit automatically

#### MS-POWERPOINT

1. Which file format can be added to a PowerPoint show?
- .jpg
  - .giv
  - .wav
  - All of the above
2. In Microsoft PowerPoint two kind of sound effects files that can be added to the presentation are
- .wav files and .mid files
  - .wav files and .gif files
  - .wav files and .jpg files
  - .jpg files and .gif files
3. Material consisting of text and numbers is best presented as
- A table slide
  - A bullet slide
  - A title slide
  - All of the above
4. What is a motion path?
- A type of animation entrance effect
  - A method of advancing slides
  - A method of moving items on a slide
  - All of the above
5. What is a slide-title master pair?
- The title area and text area of a specific slide
  - a slide master and title master merged into a single slide
  - A slide master and title master for a specific design template
  - All of above

6. Which of the following should you use if you want all the slide in the presentation to have the same “look”?
- a. the slide layout option
  - b. add a slide option
  - c. outline view
  - d. a presentation design template
7. In the context of animations, what is a trigger?
- a. An action button that advances to the next slide
  - b. An item on the slide that performs an action when clicked
  - c. The name of a motion path
  - d. All of above
8. If you have a PowerPoint show you created and want to send using email to another teacher you can add the show to your email message as a (an)
- a. Inclusion
  - b. Attachment
  - c. Reply
  - d. Forward
9. In order to edit a chart, you can
- a. Triple click the chart object
  - b. Click and drag the chart object
  - c. Double click the chart object
  - d. Click the chart object
10. To exit the PowerPoint
- a. click the application minimize button
  - b. click the document close button
  - c. double click the applications control menu icon
  - d. double click the document control menu icon
11. To preview a motion path effect using the custom animation task pane, you should
- a. click the play button
  - b. click the show effect button
  - c. double click the motion path
  - d. all of above
12. You can create a new presentation by completing all of the following except
- a. Clicking the new button on the standard toolbar
  - b. Clicking file, new
  - c. Clicking file open
  - d. Pressing ctrl + N
13. You can embed a MS-Organization Chart in a slide by
- a. Clicking the object command on the edit menu
  - b. Clicking the object command on the edit menu
  - c. Clicking the insert new slide button the standard toolbar, then double click the organization chart button on the formatting toolbar
  - d. Clicking the MS-Organization Chart button on the standard toolbar
14. To select one hyperlink after another during a slide presentation, what do you press?
- a. Tab
  - b. Ctrl + K
  - c. Ctrl + h
  - d. All of above
15. Special effects used to introduce slides in a presentation are called
- a. effects
  - b. custom animations
  - c. transitions
  - d. present animations

16. You can edit an embedded organization chart object by
- a. Clicking edit object
  - b. Double clicking the organization chart object
  - c. Right clicking the chart object, then clicking edit MS-Organization Chart object
  - d. b and c both
17. What is the term used when you press and hold the left mouse key and move the mouse around the slide?
- a. Highlighting
  - b. Dragging
  - c. Selecting
  - d. Moving
18. Which of the following toolbars provide different options in various master views?
- a. Common tasks toolbar
  - b. Drawing toolbar
  - c. Formatting toolbar
  - d. Standard toolbar
19. How can you create a uniform appearance by adding a background image to all slides?
- a. Create a template
  - b. Edit the slide master
  - c. Use the autocorrect wizard
  - d. All of the above
20. How do you create speaker note pages that show the slides, related notes, and your company logo on each page?
- a. Edit the notes master and add your company logo
  - b. Edit the slide master and insert your company logo and notes pane
  - c. Edit the handout master to include your company logo and one slide per page with additional note space
  - d. All of the above

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**CLASS: BBA SEM-II**

**SUBJECT: MANAGEMENT PERSPECTIVE –II**

1. Management is the art of getting things done through \_\_\_\_\_
  - a. Machine
  - b. Tool
  - c. People
  - d. Emotion
  
2. Management is \_\_\_\_\_
  - a. Art
  - b. Science
  - c. Both Art and Science
  - d. None of the above
  
3. What is MBO
  - a. Management by objective
  - b. Management by organisation
  - c. Management by outcome
  
4. What it is to be done where , how and when is \_\_\_\_\_
  - a. Organising
  - b. Planning
  - c. Actuating
  - d. Controlling
  
5. What are the three main objective of Business
  - a. Economic , social and Human
  - b. Political , Sales and Marketing
  - c. Profit , Customer and capital
  
6. Henry Fayols \_\_\_\_\_ approach to Management
  - a. Functional
  - b. Strategic
  - c. Contingency
  - d. Behavioural
  
7. Who was the pioneer of management thought
  - a. Charles Babbage
  - b. Henry Fayol
  - c. Harrington Emerson
  - d. Peter Drucker

8. Planning is task Number \_\_\_\_\_ of management
  - a. One
  - b. Two
  - c. Three
  - d. Four
  
9. Who is called as the father of business forecasting
  - a. Henry Fayol
  - b. Peter drucker
  - c. Koontz o Donnel
  - d. George terry
  
10. What is the duty to act according to the authority that has been given?
  - a. Professionalism
  - b. Delegation
  - c. Responsibility
  - d. Power
  
11. Theory X assumes which of the following
  - a. People achieve little satisfaction of work
  - b. People are self-Motivated
  - c. People seek out responsibility
  - d. People regard work as normal activity
  
12. Theory Y assumes which of the following
  - a. People are poorly motivated
  - b. People seek to Avoid Work
  - c. People dislike work
  - d. People achieve little satisfaction from work
  
13. Stress is
  - a. Advantageous to the player
  - b. Detrimental to his abilities
  - c. Both advantageous and detrimental as per the situation
  - d. None of the above.
  
14. Maslow places needs at the bottom of hierarchy.
  - a. Esteem
  - b. Belongingness
  - c. Safety
  - d. physiological.
  
15. Douglas McGregor's view that suggests that employees will exercise self-direction and self-control when they are committed to the objectives of the work is called
  - a. Theory A
  - b. Theory X
  - c. Theory B
  - d. Theory Y
  - e. Theory Z

16. Which step in Maslow's Hierarchy of Needs Theory deals with achieving one's potential?
- Self Esteem
  - Physiological
  - Safety
  - Social
17. Which of the following would be classified by Herzberg as a hygiene factor?
- Achievement
  - Company policy
  - Promotion
  - Personal Growth
18. Expectancy theory is an example of a:
- Need theory
  - Process theory
  - Goal setting theory
  - Cognitive evaluation theory
19. What three words define motivation?
- Fairness, equity, desire
  - Intensity, direction, persistence
  - Desire, persistence, fairness
  - Ambition, direction, intensity
20. Which answer corresponds to a person's internal desire to do something, due to such things as interest, challenge and personal satisfaction?
- Theory X
  - Intrinsic Motivators
  - Theory Z
  - Extrinsic Motivators
21. Coordination is \_\_\_\_\_ process
- One time
  - never ending
  - limited time
  - all of the above
22. Coordination and cooperation are \_\_\_\_\_
- same
  - substitute of each other
  - different from each other
  - contradictory to other
23. The basic element of coordination is \_\_\_\_\_
- communication
  - cooperation
  - Personal relation
  - understanding

24. Coordination is \_\_\_\_\_
- group efforts
  - individual efforts
  - two person efforts
  - None of the above
25. Control means to \_\_\_\_\_
- Check
  - Punish
  - looking Back
  - Lack of freedom
26. Directing function is performed at which level
- Upper
  - Middle
  - lower
  - at all levels
27. Maslow Has given which theory of Motivation
- Hygiene theory
  - Need theory
  - game theory
  - none of the above
28. Who invented Theory X and Theory Y
- A.H maslow
  - Mac gregor
  - Herzberg
  - Henry Fayol
29. How many principles were given by Henry fayol
- 14
  - 13
  - 11
  - 15
30. What is the feature of good Plan
- it must be simple
  - it must be flexible
  - it must be standard
  - all of the above