



**MAULANA ABUL KALAM AZAD UNIVERSITY OF
TECHNOLOGY, WEST BENGAL**

Paper Code : BBA(N)-105

COMPUTER APPLICATIONS

Time Allotted: 3 Hours

Full Marks: 70

*The figures in the margin indicate full marks.
Candidates are required to give their answers in their own words
as far as practicable.*

Group – A

(Multiple Choice Type Questions)

1. Choose the correct alternatives for any ten of the following:

1×10=10

(i) By default, Excel uses _____ reference.

(a) Relative

(b) Absolute

(c) Both (a) and (b)

(d) None of these

(ii) In Ms Word, Headers and Footers are located under _____ menu.

(a) Insert

(b) Edit

(c) View

(d) Format

(iii) 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

(iv) A Daisy Wheel is a type of

(a) Printer

(b) Storage Device

(c) Pointing Device

(d) None of these

(v) Hard copy is a term used to describe

(a) Writing on a hard board

(b) Printed output

(c) Storing information on a hard disk

(d) None of these

Turn Over

CS/BBA/Odd/SEM-1/BBA(N)-105/2018-19

- (vi) Which one of the following is an example of Super Computer?
(a) Sparc (b) Adruino
(c) Columbia (d) All of these
- (vii) An Operating System is a
(a) Application software (b) Utility software
(c) System software (d) None of these
- (viii) Which feature enables us to send the same letter to different persons?
(a) Macros (b) Template
(c) Mail Merge (d) None of these
- (ix) In Microsoft Word, the F12 key opens which one of the following?
(a) Open dialog box (b) Save As dialog box
(c) Help Window (d) Save dialog box
- (x) The term 'Legend' is associated with which of the following?
(a) MS Word (b) MS Excel
(c) MS Access (d) MS PowerPoint
- (xi) The Print Preview command is located in
(a) Print Menu (b) File Menu
(c) Edit Menu (d) None of these

Group – B

(Short Answer Type Questions)

Answer any three of the following.

5×3=15

2. Differentiate between RAM and ROM. What are the differences between Hard Copy and Soft Copy?
3+2=5
3. What are the 'Charts' in MS Excel? What are the different types of charts in MS Excel? Describe the Chart Toolbar. http://www.makaut.com
1+2+2=5
4. What do you mean by Mail Merge? Write the steps.
5. Explain Cache memory and Virtual memory.
6. What is cell reference in MS Excel? Explain different types of cell references.

Group – C

(Long Answer Type Questions)

Answer any three of the following.

15×3=45

7. (a) Draw the block diagram of a digital computer and describe all the parts.
(b) What is CPU registers? Explain the different types of registers.
(c) What are the various generations of computer with characteristic? 6+(2+3)+4=15
8. (a) Define Software. Broadly classify the software with examples.
(b) State the functions of Operating System.
(c) Write short note on Scanner. 5+5+5=15
9. (a) What do you mean by a filter? Write different types of filters in MS Excel.
(b) How can you add page break in MS Word? What are the different types page breaks? Define soft page break and hard page break. (2+3)+(2+6+2)=15
10. (a) What is Spreadsheet? Explain formula and functions.
(b) Explain the following functions:
(i) mean (ii) mode (iii) median
(c) What is slide show? What are the different types of views in PowerPoint? 5+5+5=15
11. Write short notes on any three of the following: 5×3=15
(i) Macro and its function
(ii) ALU and CU
(iii) Direct and Serial Access Device
(iv) Input device
(v) Watermark

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