

CS/BBA(H)/BIRM/BSCM/2nd Sem/BBA-206/2014

**2014**

**Computer Applications-II**

**Time Alloted : 3 Hours**

**Full Marks : 70**

**The figure 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:

10x1=10

- A) Default name of the document when word is loaded.  
i) Document                      ii) Document1  
iii) Doc                              iv) None of the above
- B) Automatically induced by word when a page ends  
i) Soft page breaks              ii) Hard page breaks  
iii) Next page breaks            iv) None
- C) It refers to a combination of one or more sources of text into a single document.  
i) Merge Document              ii) Data Source  
iii) Mail Merge                    iv) All of the above
- D) Helps Power Point slides to be arranged for a presentation.  
i) Slide Transition                ii) Slide Sorter  
iii) Slide View                    iv) Slide Show

2044

1

[ Turn over ]

CS/BBA(H)/BIRM/BSCM/2nd Sem/BBA-206/2014

- E) It is two-dimensional and has numeric values plotted along both axes.  
i) XY chart                      ii) Pie chart  
iii) Line chart                    iv) None
- F) Which of the following is not a text function in MS-excel ?  
i) PROPER()                      ii) ABS()  
iii) LEN()                        iv) None of the above
- G) The Validation command is located in the  
i) Tools      ii) Data      iii) Format      iv) Insert
- H) Address of the first cell in a worksheet is :  
i) A2      ii) IV      iii) A1      iv) AAI
- I) To Quit Windows  
i) Ctrl + F4                      ii) Shift+F4  
iii) Alt+F4                        iv) None of the above
- J) Extension of Power Point file is  
i) .PRT      ii) .PPT      iii) .PPP      iv) .PNT
- K) The statement requesting the retrieval of information is usually in the form of  
i) Report                      ii) Query  
iii) Data entry screen      d) Record
- L) Indexed sequential file is created using the following storage device  
i) Direct access                ii) Random access  
iii) Sequential access        iv) Primary
- M) To give the Animation effect in Slides, use the menu-  
i) Edit      ii) Format      iii) Insert      iv) None
- N) MS Access does not provide  
i) Designing View              ii) Data sheet view  
iii)Pivot chart view          iv) SQL view
- O) Which of the following component of MS-Access ?  
i) Table                        ii) Form  
iii) Report                      iv) All of the above

CS/BBA(H)/BIRM/BSCM/2nd Sem/BBA-206/2014

**GROUP - B**

**( Short Answer Type Questions )**

Answer any *three* of the following. **3x5=15**

2. What is Headers and Footers? . What is page break? What are soft and hard page breaks?  
( 2+1+2=5)
3. What is Data Dictionary? Differentiate between absolute and relative cell addressing?  
(2+3=5)
4. Describe the process of adding and deleting a slide in a power point presentation. What are Headers and Footers?  
(2+ 3=5)
5. What is Indentation? Explain the term Hyphenation in MS-word.  
(2+3)
6. What is Data Modeling ? What is Hashing ?  
(5)
7. How can Security can be done in the DBMS? How can you backup the data?  
(3+2=5)

**GROUP - C**

**( Long Answer Type Questions )**

Answer any *three* of the following. **3x15=45**

8. a) What is Mail merge?  
b) How many types of Filter are there in MS Access? Write the names.  
c) Describe Advanced Filter, Goal Seek, Sceanrios?  
d) Mention any two fonts in which WORD documents can be edited? What is Word Art?  
(2+3+2+5+2+1)

CS/BBA(H)/BIRM/BSCM/2nd Sem/BBA-206/2014

9. a) What are the advantages of using MS Project?  
b) What is critical path?  
c) Differentiate PERT from Gantt chart?  
d) Write down the steps of creating Gantt chart in MS Project?  
(3+2+4+6)
10. a) what is entity? What is a cardinality constraint?  
b) Differentiate between TRUNCATE and DELETE statement?  
c) What is Slide Master?  
d) Define Embedded chart and Chart Sheet? What is Word Wrapping?  
(1+2+3+2+4+3)
11. a) What is cross tab query?  
b) is BCNF different from 3NF? Justify your answer?  
c) what do you mean by Project management?  
d) what do you mean by timeline? How can you develop it?  
(2+6+2+2+1+2)