CS/BBA (H)/BIRM/BSCM/Even/Sem-2nd/BBA-206/2015

WEST BENGAL UNIVERSITY OF TECHNOLOGY

BBA-206

COMPUTER APPLICATIONS-II

Time Allotted: 3 Hours   Full Marks: 70

The questions are of equal value.
The figures in the margin indicate full marks.
Candidates are required to give their answers in their own words as far as
practicable. All symbols are of usual significance.

GROUP A
(Multiple Choice Type Questions)

1.   Answer *all* questions.   10×1 = 10

   (i) The extension name of Excel file is

   (A) .doc   (B) .txt
   (C) .xls   (D) .web

   (ii) The cell reference from a range of cells that starts in cell B1
   and goes over to Column G and down to Row 10 is

   (A) B1 : G10   (B) B1.G10
   (C) B1; G10   (D) B1-G10

   (iii) What does SQL stands for?

   (A) Structure Query Language
   (B) Structured Query Language
   (C) Standard Query Language
   (D) All of these

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(iv) Ctrl + V is the shortcut key for

(A) all select   (B) paste

(C) copy   (D) none of these

(v) Primary Key is used in

(A) Excel table   (B) Access table

(C) Word table   (D) None of these

(vi) Which of the following is the feature of MsExcel?

(A) Merge Cell   (B) Formula

(C) Animation   (D) All of these

(vii) Function key for help is

(A) F1   (B) F2

(C) F3   (D) F4

(viii) The Windows is an example of

(A) Hardware   (B) Operating System

(C) Processing device   (D) None of these

(ix) Goal Seek is present in

(A) MsWord   (B) MsExcel

(C) MsProject   (D) MsAccess

(x) A collection of related data is called

(A) Field   (B) Record

(C) Database   (D) None of these

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GROUP B
(Short Answer Type Questions)

Answer any *three* questions.   3×5 = 15

2. (a) What is recycle bin?   1+2+2

    (b) How to apply page border in MS-Word?

    (c) What is alignment and indentation?

3. (a) What is hyperlink?   2+1+2

    (b) What is a slide?

    (c) State the Difference between Auto correct and Auto text.

4. What is a Clip Art? How would you add a clip art in your text?   2+3

5. What is macro? How do you record a macro in word?   2+3

6. How relations can be created in MS-Access?   5

GROUP C
(Long Answer Type Questions)

Answer any *three* questions.   3×15 = 45

7. What is DBMS? Mention the advantages and disadvantages of DBMS. What are the full form of RDBMS and SQL? What is Hierarchical Model?   2+7+2+4

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8. What is Mail-Merge? What are the advantages of Mail-Merge? What do you mean by Project Management? Write the names of stages followed in Project management. Briefly explain the first three stages.

2+2+2+2+7

9. What is relationship? What is entity and attribute? How many types of filters are there is MS-Access? Write the names of said filters. What is DDL &DML?

2+4+1+3+5

10. What is an RTF file? How do you download an RTF file? What is title bar in Windows? What is task manager? How to insert a new slide with a graph in MS-PowerPoint? Describe Autofill feature in MS-Excel.

2+2+2+2+3+4

11. Write short notes on any *three* of the following:

3×5

   (a) ACID Properties

   (b) Database Administrator

   (c) Notepad and Wordpad

   (d) Animation in MS-Powerpoint

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