



Name :
Roll No. :
Invigilator's Signature :

CS/BBA(H), BIRM, BSCM/SEM-2/BBA-206/2012

2012

COMPUTER APPLICATION-II

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 the following :

10 × 1 = 10

- i) By default, Excel uses references.
 - a) absolute
 - b) relative
 - c) mixed
 - d) all of these.
- ii) In Ms Word, Headers and Footers are located under menu.
 - a) Edit
 - b) View
 - c) Insert
 - 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) In Ms Access, what is the memo data type field used for ?
 - a) To add table
 - b) To store objects created in other programs
 - c) For long text entries
 - d) For short text entries of no more than 255 characters.

- v) When the text automatically goes onto the next line this is
 - a) text wrap
 - b) page wrap
 - c) word wrap
 - d) wrap word.

- vi) WYSIWYG is short for
 - a) when your seen is what you get
 - b) what you see is why you get
 - c) when you see is why you get
 - d) what you see is what you get.

- vii) 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

- viii) Which of the following shortcut key is used to check spelling ?
 - a) F1
 - b) F2
 - c) F7
 - d) F9.



- ix) Want your logo in the same position on every slide, automatically ? Insert it on the
- a) Handout master b) Notes master
c) Slide master d) All of these.
- x) A field that uniquely indentifies a record in called a
- a) main field b) header field
c) primary key field d) none of these.

GROUP – B

(Short Answer Type Questions)

Answer any *three* of the following.

3 × 5 = 15

2. What are advantages of using a word processor ? 5
3. What is Alignment ? How many types of alignment are there ? Explain. 1 + 4
4. What is cell reference in Ms Excel ? How many types of cell references are there in Ms Excel ? 3 + 2
5. What is a Form in Ms Access ? What is a sub-form ? 2 + 3
6. What are the different Power Point Views ? Explain. 5

GROUP – C

(Long Answer Type Questions)

Answer any *three* of the following.

3 × 15 = 45

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



8. 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 ? $1 + 2 + 3 + 2 + 4 + 3$
9. a) What is Macro ? What are the advantages of macro ?
b) What do you know about MVD ?
c) What is Relational Algebra ? What is Foreign Key ?
d) What is cell referencing ? How many types of referencing are available in Excel ? $1 + 2 + 2 + 2 + 3 + 2 + 3$
10. a) Write ACID properties of transaction ?
b) Differentiate between Alternative Key and Candidate Key ? What is Transitive Dependency ?
c) Why is index sequential file advantageous over sequential file ? $5 + 4 + 1 + 5$
11. a) What is cross tab query ?
b) Is BCNF different from 3rd Normal form ? Justify your answer ?
c) What do you mean by project management ?
d) What do you mean by Timeline ? How can you develop it ? $2 + 6 + 2 + 2 + 1 + 2$

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