



Name :
Roll No. :
Invigilator's Signature :

CS/BBA(H)/BIRM/BSCM/SEM-2/BBA-206/2013

2013

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)

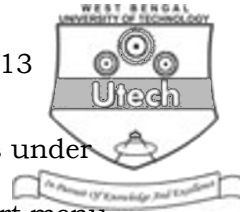
1. Choose the correct alternatives for the following :

10 × 1 = 10

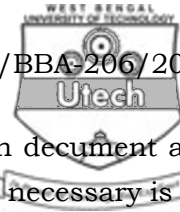
- i) Which of the following is not a image file format ?
 - a) .gif
 - b) .bmp
 - c) .cdc
 - d) .tiff.

- ii) Which of the following is not a window 98 feature ?
 - a) Microsoft Word
 - b) Front page Express
 - c) Outlook Express
 - d) Internet Explorer.

- iii) Windows explorer helps to manage
 - a) Files
 - b) Errors
 - c) Application
 - d) Utility.



- iv) Spelling and grammar option remains under
- a) Format menu
 - b) Insert menu
 - c) Window menu
 - d) none of these.
- v) Which component in MS Access is used taking input ?
- a) Macro
 - b) Form
 - c) Report
 - d) None of these.
- vi) Primary Key is used in
- a) Excel table
 - b) word table
 - c) Access table
 - d) none of these.
- vii) SQL stands for
- a) single query language
 - b) structured query language
 - c) super query language
 - d) sub query language.
- viii) A combination of two or more primary keys is called
- a) foreign key
 - b) primary key
 - c) combination key
 - d) composite key.
- ix) The smallest memory size is
- a) terabyte
 - b) gigabyte
 - c) megabyte
 - d) kilobyte.



- x) A program which helps to create written document and let you go back and make corrections as necessary is
- a) Home row key b) Tool bar
c) Folder d) Word processor.

GROUP – B

(Short Answer Type Questions)

Answer any *three* of the following. $3 \times 5 = 15$

2. What are the advantages of using electronic spread sheets rather than manual spread sheets ? What are the disadvantages of spread sheets ? What is the IF function in Excel operation ? $2 + 2 + 1$
3. Distinguish between Disk cleanup and Disk fragmeter. Explain the term Hyphenation in MS Word. $(2 + 2) + 1$
4. How do you can add page break in the word document ? Define the term hard page break and soft page break. $1 + 2 + 2$
5. What do you mean by a filter ? Describe different types of filters in MS Excel. $2 + 3$
6. Define with proper illustration drop cap and water mark. $2 \times 2 \frac{1}{2}$

GROUP – C

(Long Answer Type Questions)

Answer any *three* of the following. $3 \times 15 = 45$

7. a) What is data dictionary ? What are the different types of 'Data type' used in MS Access ?



- b) What is query ? Discuss the types of query in MS. Access.
- c) Define RDBMS. How do you create a Primary key in a RDBMS table ? (2 + 3) + (2 + 3) + (2 + 3)
- 8. How can you create a table in MS Word ? Write down all the steps. What is the purpose of using Header and Footer in a document ? Write down all the steps to insert header and footer in a MS Word document. 9 + 2 + 4
- 9. a) Explain the following Excel functions :
 - i) If () ii) Average () 2 + 2
 - b) Define Cell, Cell Address and a Range of cells. 1 + 1 + 1
 - c) Write steps to generate Custom Lists in Excel. 3
 - d) Describe the types of data supported by MS-Excel. Give example for each. 5
- 10. 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
- 11. a) What is system log ? Why is it used ?
 - b) What is concurrency control ?
 - c) Give example for the following functions in MS-Excel
Now (), PMT (), Left ()
 - d) Write the steps of recording a MACRO. (2 + 2) + 3 + 3 + 5