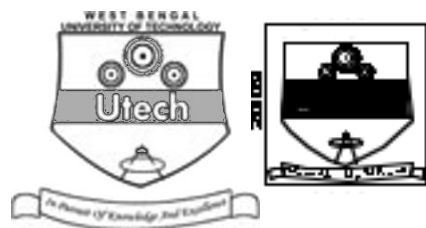


COMPUTER APPLICATIONS – II (SEMESTER - 2)

CS/BBA(H)/BIRM/BSCM/SEM-2/BBA-206/09



1.
Signature of Invigilator

2.
Signature of the Officer-in-Charge

Reg. No.

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Roll No. of the Candidate

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CS/BBA(H)/BIRM/BSCM/SEM-2/BBA-206/09
ENGINEERING & MANAGEMENT EXAMINATIONS, JUNE – 2009
COMPUTER APPLICATIONS – II (SEMESTER - 2)

Time : 3 Hours]

[Full Marks : 70

INSTRUCTIONS TO THE CANDIDATES :

1. This Booklet is a Question-cum-Answer Booklet. The Booklet consists of **32 pages**. The questions of this concerned subject commence from Page No. 3.
2. a) In **Group – A**, Questions are of Multiple Choice type. You have to write the correct choice in the box provided **against each question**.
b) For **Groups – B & C** you have to answer the questions in the space provided marked 'Answer Sheet'. Questions of **Group – B** are Short answer type. Questions of **Group – C** are Long answer type. Write on both sides of the paper.
3. **Fill in your Roll No. in the box** provided as in your Admit Card before answering the questions.
4. Read the instructions given inside carefully before answering.
5. You should not forget to write the corresponding question numbers while answering.
6. Do not write your name or put any special mark in the booklet that may disclose your identity, which will render you liable to disqualification. Any candidate found copying will be subject to Disciplinary Action under the relevant rules.
7. **Use of Mobile Phone and Programmable Calculator is totally prohibited in the examination hall.**
8. You should return the booklet to the invigilator at the end of the examination and should not take any page of this booklet with you outside the examination hall, **which will lead to disqualification.**
9. Rough work, if necessary is to be done in this booklet only and cross it through.

No additional sheets are to be used and no loose paper will be provided

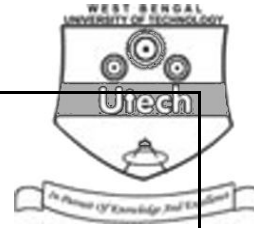
FOR OFFICE USE / EVALUATION ONLY

Marks Obtained

Question Number	Group – A					Group – B					Group – C			Total Marks	Examiner's Signature
Marks Obtained															

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Head-Examiner/ Co-Ordinator/ Scrutineer

2408 (15/06)



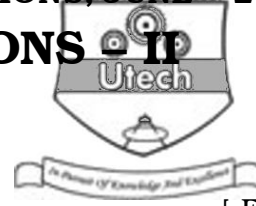
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ENGINEERING & MANAGEMENT EXAMINATIONS, JUNE - 2009

COMPUTER APPLICATIONS - II

SEMESTER - 2



Time : 3 Hours]

[Full Marks : 70

GROUP – A

(Multiple Choice Type Questions)

1. Choose the correct alternatives for the following :

10 ∞ 1 = 10

i) Which of the following is the component of MS Access ?

a) Table

b) Form

c) Macro

d) All of these.

ii) Print tool is under

a) Standard toolbar

b) Formatting toolbar

c) Drawing toolbar

d) none of these.

iii) Which of the following is the feature of MS Excel ?

a) Animation

b) Relationship

c) Formula

d) All of these.

iv) Spelling and Grammar option remains under

a) Format menu

b) Insert menu

c) Window menu

d) None of these.



v) Which of the following is shortcut key for paste ?

a) Ctrl + P

b) Ctrl + S

c) Ctrl + C

d) Ctrl + V



vi) The function key used for help is

a) F1

b) F2

c) F5

d) F7.

vii) Slide Layout in MS PowerPoint remains under

a) Format menu

b) Insert menu

c) Tools menu

d) Slide show menu.

viii) In MS project server, Gantt chart remains under

a) Insert menu

b) View menu

c) Resources menu

d) None of these.

ix) Which is not a power point menu ?

a) Tools

b) Compile

c) Window

d) View.

x) Which component in MS Access is used for taking input ?

a) Macro

b) Form

c) Report

d) None of these.



5

GROUP – B

(Short Answer Type Questions)

Answer any *three* of the following.



3 ∞ 5 = 15

2. What is Macro ? How do you record a macro in Word ?
3. What is clip art ? How would you add a clip art in your text ?
4. What is cell reference ? What are different types of cell referencing methods ? Explain them.
5. How relations can be created in Access ?
6. What are the extra facilities available in MS-Word over WordPad ?

GROUP – C

(Long Answer Type Questions)

Answer any *three* of the following.

3 ∞ 15 = 45

7.
 - a) What is database ?
 - b) What are the advantages of DBMS ?
 - c) What are the advantages and disadvantages of Relational model ?
 - d) What are the full form of RDBMS and SQL ?
 - e) What is cross tab query ?
 - f) What is relationship ?
8.
 - a) What is entity ?
 - b) What is attribute ?
 - c) What are the major parts of SQL ? Briefly describe the parts.
 - d) How many types of filter are there in MS Access ? Write the names.

2 + 3 + 5 + 1 + 2 + 2

2 + 2 + 8 + 3



9. a) What is mail merge ?

b) What are the advantages of mail merge ?

c) What are the different functionalities in the Microsoft word ?

d) What are the advantages of Macro ?



2 + 5 + 5 + 3

10. a) What is database backup ? Why is it important ?

b) How many types of backup are used ? Explain each type of backup.

c) What do you know about the different data types used in MS Access ?

(1 + 3) + (1 + 4) + 6

11. a) What do you mean by project management ?

b) Why the task/timeline chart is important for developing a project ?

c) Write the names of stages following in project management. Briefly explain the first three stages.

2 + 2 + 2 + (3 × 3)

END