



Name :

Roll No. :

Invigilator's Signature :

CS/BBA (H), BIRM, BSCM/SEM-2/BBA-206/2010

2010

COMPUTER APPLICATIONS – 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 : $10 \times 1 = 10$

i) The extension name of word file is

- a) .doc
- b) .xls
- c) .txt
- d) .web

ii) The Windows is an example of

- a) operating system
- b) hardware
- c) processing device
- d) none of these.

iii) EDI stands for

- a) Electronic Date Interchange
- b) Electronic Data Interchange
- c) both (a) & (b)
- d) none of these.



- iv) DDL stands for
 - a) Data Definition Language
 - b) Data Document Language
 - c) both (a) & (b)
 - d) all of these.
- v) A collection of related data is called
 - a) field
 - b) record
 - c) database
 - d) none of these.
- vi) Which of the following is the feature of MS-Excel ?
 - a) Animation
 - b) Merge cell
 - c) Formula
 - d) All of these.
- vii) Print in MS-Word remains under
 - a) view
 - b) tool
 - c) file
 - d) all of these.
- viii) Ctrl + C is the shortcut key for
 - a) all select
 - b) paste
 - c) copy
 - d) none of these.
- ix) Function key for help is
 - a) F1
 - b) F2
 - c) F3
 - d) F4.
- x) Which of the following is the component of MS-Access ?
 - a) Table
 - b) Form
 - c) Macro
 - d) All of these.



GROUP – B

(Short Answer Type Questions)

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

2. What is spreadsheet ? What is function ? Write the names of two functions which are used in Excel. $2 + 2 + 1$
3. What is a slide ? What is template ? $2 + 3$
4. What is header and footer ? What is the use of it ? $2 + 3$
5. What is macro ? How do you record macro in word ? $2 + 3$
6. What is water mark ? How would you create water mark in your document ? $2 + 3$

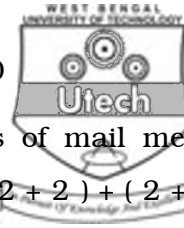
GROUP – C

(Long Answer Type Questions)

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

7.
 - a) What is cell ? How is it referred ?
 - b) What do you mean by range of cells ?
 - c) What is worksheet ? How to insert blank cell in worksheet ?
 - d) Define embedded chart and chart sheet.
 $(1 + 2) + 2 + (2 + 4) + (2 + 2)$
8.
 - a) What is meant by text alignment ? In how many ways can you align your text ?
 - b) What is clipboard ? How is it useful ?

CS/BBA (H), BIRM, BSCM/SEM-2/BBA-206/2010



- c) What is mail merge ? Give advantages of mail merge feature. $(2 + 2) + (2 + 2) + (2 + 5)$

9. a) What is slide layout ? Mention some slide layouts in Powerpoint.

b) What do you understand by a slide show ?

c) What are action buttons ? How can you use them ?

d) Define different types of Powerpoint views.

$(2 + 2) + 2 + (2 + 2) + 5$

10. Write short notes on any *three* of the following : 3×5

a) Word processor

b) Templates in powerpoint

c) Table in MS-Access

d) Queries.

11. a) What is Word Wrapping ?

b) What is Word Processor ? What are the features of Word Processor ?

c) How to save a word file ? What is the extension of that file if you are using MS-Office 2000 ?

$2 + (2 + 7) + (3 + 1)$
