

CS/BBA(H), BIRM, BSCM/SEM-2/BBA-206/2011

2011

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) What is the full form of DML ?
 - a) Data Manipulation Language
 - b) Database Manipulation Language
 - c) Data Maintenance Language
 - d) None of these.
- ii) What does SQL stand for
 - a) Structure Queue Language
 - b) Structured Query Language
 - c) Standard Querly Language
 - d) All of these.
- iii) Goal seek is present in
 - a) MS-EXEL b) MS-WORD
 - c) MS-PROJECT d) SQL.
- iv) Which component in MS_ACCESS is used for taking input ?
 - a) Macro b) Form

- c) Report d) Chart.
- v) The function key used for help is
 - a) F1 b) F2
 - c) F5 d) F7.
- vi) Graphical representation of worksheet data is
 - a) Bar Chart b) Utility
 - c) Error d) Application.
- vii) The validation command is located in the
 - a) Tools b) Data
 - c) Format d) Insert.
- viii) .doc is the extension of
 - a) Access file b) Word file
 - c) Power point file d) Excel file.
- ix) 1kB..... bytes.
 - a) 1000 b) 1024
 - c) 2048 d) 1990.
- x) Primary key is used in
 - a) Excel table b) Word table
 - c) Access table d) None of these.

GROUP – B

(Short Answer Type Questions)

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

2. What is Data Modelling ? What is Hashing ?
3. How can Security can be done in the DBMS ? How can you back up the data ? $3 + 2$
4. What is the difference between DDL and DML ?
5. What is the Role of Database Administrator ?
6. What is the difference between Primary key and Foreign

key ?

GROUP – C

(Long Answer Type Questions)

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

7. What is DBMS ? What are the advantages of DBMS ? What are the components of DBMS ? What is the Relational Data Model ? How to create a Database ? $2 + 4 + 3 + 3 + 3$

8. What is the Index Sequential File ? Why Database Backup & Recovery are of importance in DBMS ? Briefly Describe.

5 + 10

9. a) What is clipart ? How could you insert a picture using clipart ? $2 + 2$

b) What is gutter ? What is indent in MS-Word ? $2 + 2$

c) What is meant by text alignment ? In how many ways can you align your text ? $2 + 2$

d) What is clipboard ? How is it useful ? $2 + 1$

10. a) What is spreadsheet ? What is function ? Write the names of two functions which are used in Excel.

$2 + 2 + 1$

b) How to create a chart in excel ? 5

c) What is filter in excel ? What are the types of filter in excel ? What is Auto filter ? $2 + 1 + 2$

11. a) What is slide layout ? Mention some slide layouts in Power Point. $2 + 2$

b) What do you understand by slide show ? 2

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

$2 + 2$

d) What are the different data types in MS-Access ?

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