

**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
- single query language
  - structured query language
  - super query language
  - sub query language.
- viii) A combination of two or more primary keys is called
- foreign key b) primary key
  - combination key d) composite key.
- ix) The smallest memory size is
- terabyte b) gigabyte
  - megabyte d) kilobyte.
- x) A program which helps to create written document and let you go back and make corrections as necessary is
- Home row key b) Tool bar
  - 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 × 2.5

### 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.

$$(2 + 2) + 3 + 3 + 5$$

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