

CS/BSM/SEM-2/BSM-203/2013

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

(Objective Type Questions)

1. Fill in the blanks : $10 \times 1 = 10$

- i) The full form of DBMS is
- ii) The pages of document may be previewed before printing by using
- iii) The extension of MS-Access file is
- iv) folder shows the different drives in assignment computer.
- v) The gutter margin is also called the margin.
- vi) no. of views are available in word document.
- vii) To avoid repetitive job feature is used.
- viii) Two kinds of cell addressing present in MS Excel are and
- ix) feature in Excel helps to see which cells are present in a formula.
- x) are used to create presentation in Power Point.

GROUP – B

(Short Answer Type Questions)

Write the differences between any three of the following.

$$3 \times 5 = 15$$

2. Clipart and word art.
3. Normal view and print preview.
4. Table and Query.
5. Normal view and print layout view.

GROUP – C

(Long Answer Type Questions)

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

6. Define indentation. How can entire paragraph be indented ?
What is paragraph aligning ? Name the types.
7. Write the steps to locate the particular word in the document. How to set the page margin ? What are the two types of page break ?
8. Write the steps to create mail merge.