CS/BBA(H), BIRM, BSCM/SEM-2/BBA-206/2012

2012
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.
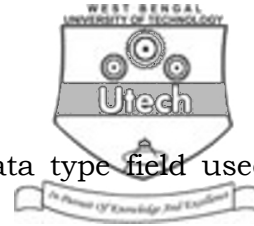
GROUP – A
(Multiple Choice Type Questions)

1.   Choose the correct alternatives for the following :

$10 \times 1 = 10$

   i)   By default, Excel uses .... references.

   a)   absolute   b)   relative

   c)   mixed   d)   all of these.

   ii)   In Ms Word, Headers and Footers are located under .... menu.

   a)   Edit   b)   View

   c)   Insert   d)   Format.

   iii)   Which of the following should you use if you want all the slide in the presentation to have the same "look" ?

   a)   The slide layout option

   b)   Add a slide option

   c)   Outline view

   d)   A presentation design template.

iv) In Ms Access, what is the memo data type field used for ?

    a)   To add table

    b)   To store objects created in other programs

    c)   For long text entries

    d)   For short text entries of no more than 255 characters.

v) When the text automatically goes onto the next line this is ....

    a)   text wrap   b)   page wrap

    c)   word wrap   d)   wrap word.

vi) WYSIWYG is short for

    a)   when your seen is what you get

    b)   what you see is why you get

    c)   when you see is why you get

    d)   what you see is what you get.

vii) The cell reference from a range of cells that starts in cell B1 and goes over to column G and down to row 10 is

    a)   B1-G10   b)   B1.G10

    c)   B1;G10   d)   B1:G10

viii) Which of the following shortcut key is used to check spelling ?

    a)   F1   b)   F2

    c)   F7   d)   F9.

ix) Want your logo in the same position on every slide, automatically ? Insert it on the

    a) Handout master   b) Notes master

    c) Slide master   d) All of these.

x) A field that uniquely indentifies a record in called a

    a) main field   b) header field

    c) primary key field   d) none of these.

GROUP – B

(Short Answer Type Questions)

Answer any *three* of the following.

$3 \times 5 = 15$

2. What are advantages of using a word processor ?   5

3. What is Alignment ? How many types of alignment are there ? Explain.   1 + 4

4. What is cell reference in Ms Excel ? How many types of cell references are there in Ms Excel ?   3 + 2

5. What is a Form in Ms Access ? What is a sub-form ?   2 + 3

6. What are the different Power Point Views ? Explian.   5

GROUP – C

(Long Answer Type Questions)

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

7. a) What is Mail Merge ?

    b) How many types of Filter are there is MS Access ? Write the names.

    c) Describe Advanced Filter, Goal Seek, Scenarios ?

    d) Mention any two fonts in which WORD documents can be edited ? What is Word Art ?   2 + 3 + 2 + 5 + 2 + 1

8. a) What is entity ? What is a Cardinality Constraint ?

   b) Differentiate between **TRUNCATE** and **DELETE** statement ?

   c) What is Slide Master ?

   d) Define Embedded Chart and Chart Sheet ? What is Word Wrapping ?   1 + 2 + 3 + 2 + 4 + 3

9. a) What is Macro ? What are the advantages of macro ?

   b) What do you know about MVD ?

   c) What is Relational Algebra ? What is Foreign Key ?

   d) What is cell referencing ? How many types of referencing are available in Excel ?   1 + 2 + 2 + 2 + 3 + 2 + 3

10. a) Write ACID properties of transaction ?

    b) Differentiate between Alternative Key and Candidate Key ? What is Transitive Dependency ?

    c) Why is index sequential file advantageous over sequential file ?   5 + 4 + 1 + 5

11. a) What is cross tab query ?

    b) Is BCNF different from 3rd Normal form ? Justify your answer ?

    c) What do you mean by project management ?

    d) What do you mean by Timeline ? How can you develop it ?   2 + 6 + 2 + 2 + 1 + 2