Name :	A
Roll No. :	The Palance With some left and Excellent
Invigilator's Signature :	

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 :

 $10 \times 1 = 10$

- 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 ?

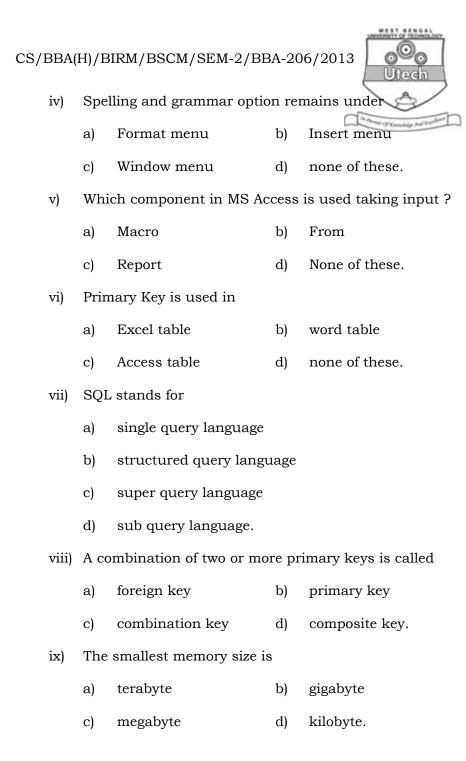
- a) Microsoft Word b) Front page Express
- c) Outlook Express d) Internet Explorer.

iii) Windows explorer helps to manage

- a) Files b) Errors
- c) Application d) Utility.

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- x) A program which helps to create written decument and let you go back and make corrections as necessary is
 - a) Home row key b) Tool bar
 - c) 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

- 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.

 $2 \times 2\frac{1}{2}$

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 ?
 - 3

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- 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 Gnatt 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-ExcelNow (), PMT (), Left ()
 - d) Write the steps of recording a MACRO.

(2+2)+3+3+5

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