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Paper Code : BBA 405 Computer Applications  
UPID : 400065

CS/BBA(A)/EVEN/SEM-4/400065/2022-2023/1039

Time Allotted : 3 Hours

Full Marks : 70

The Figures in the margin indicate full marks.  
Candidate are required to give their answers in their own words as far as practicable

Group-A (Very Short Answer Type Question)

[ 1 x 10 = 10 ]

1. Answer any ten of the following :

- (i) What is the total number of view option present in MS Word 2010 or 2016?
- (ii) The default name of a MS Excel is  
(a) Document1 (b) Document (c) Book (d) Book1
- (iii) In slide layout panel how many layouts are available for text layout by default?
- (iv) What is the process of verifying the identity of a user or system before allowing access to resources?
- (v) An error in a computer program is called \_\_\_\_\_
- (vi) Which of the following is NOT a web browser?  
(a) Windows (b) Chrome (c) Firefox (d) Edge
- (vii) Which among the following protocols is the most widely used by the internet?  
(a) HTTP (b) SMTP (c) TCP/IP (d) FTP
- (viii) \_\_\_\_\_ is the change the way text warps around the selected object.
- (ix) In MS Excel formula starts with  
(a) - (b) \$ (c) = (d) #
- (x) What extension is used to save the PowerPoint file.
- (xi) What do you understand by IP address?
- (xii) What is the shortcut key to creating a MS word hyperlink?

Group-B (Short Answer Type Question)

Answer any three of the following :

[ 5 x 3 = 15 ]

2. What is the role of internet in our society? [5]
3. What is Watermark in MS word? Write down the steps to add watermark in MS word? [5]
4. What is difference between Search Engine and Web Browser? [5]
5. What is Macro ? How do you record a macro in Word ? [5]
6. Describe MEDIAN() and MODE() Excel Functions with an example [5]

Group-C (Long Answer Type Question)

Answer any three of the following :

[ 15 x 3 = 45 ]

7. (a) What are the basic services of the Internet? [10]  
(b) Consider the <https://www.makautexam.net/routine.html> [5]
  1. What does .net suggest?
  2. Which part identifies the type of protocol?
  3. What is the significance of "s" in https?
  4. What does routine.html suggest?
  5. What is the full form of HTML?
8. (a) Write down all the steps to create a table in MS Word. [6]  
(b) What are the purposes of using Header and Footer In a document? [3]  
(c) Write down all the steps to insert header and footer in a MS Word document. [6]
9. What is Operating System? Write down the important tasks performed by the operating system. [15]
10. (a) Write a short note on World Wide Web. [5]  
(b) Write a short note on Search Engines. [5]  
(c) Write a short note on Web Browser. [5]
11. What is Computer Network? Describe different types of Computer Networks. [15]