



Name :

Roll No. :

Invigilator's Signature :

CS/BSM (NEW)/SEM-2/BSM-203/2010

2010

COMPUTER APPLICATIONS — 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 × 1 = 10
- i) The character that fills the space up to the next tab stop position is called
 - ii) In Excel entering 14 + 26 in a cell will display
 - iii) The pages of a document may be previewed before printing by using
 - iv) The keys makes cell A1 active.
 - v) The gutter margin is also called margin.
 - vi) In case the first letter of each word starts with capital letter.
 - vii) helps to automate the repetitive jobs.



- viii) The total number of columns that can be inserted in worksheet is
- ix) The Ctrl + keys bring the cursor to the beginning of the document.
- x) The extension of MS-Access file is

GROUP – B

(Short Answer Type Questions)

Answer any *three* of the following. $3 \times 5 = 15$

2. What is Database ? What is its significance ? $2 + 3$
3. What is slide ? What are the basic components of a slide ? $2 + 3$
4. Give some application areas of electronic spreadsheet.
5. What are margins in word processing terminology and how many different types of margins are available ?
6. What are forms, queries and reports in MS-Access ?

GROUP – C

(Long Answer Type Questions)

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

7. a) What is database ? What is the difference between field and record ?
- b) What is primary key ? What is the importance of creating a primary key in table ?
- c) What is a query in database ? Give example. What is RDBMS. $2 + 2 + 3 + 3 + 3 + 2$



8. a) What is spreadsheet ?
 b) What is function ? Give four examples of functioning Excel with their proper syntax.
 c) What is clip art ? How would you add a clip art in your text ? $2 + 2 + (4 \times 2) + 3$
9. a) What is mail merge ? What is the use of mail merge ?
 b) What are the advantages of MS word over wordpad ?
 c) What is hyphenation ? What are the processes to create hyphenation in word document ? $2 + 2 + 6 + 2 + 3$
10. a) What is the use of MS power point ? What is a slide sorter view ?
 b) What is hidden slide ? What are the steps to create a particular slide to hide ?
 c) What is custom animation ? What is the difference between new slide and duplicate slide ?
 $3 + 2 + 2 + 3 + 2 + 3$
11. a) What is project management ?
 b) Why is the task/timeline chart important for developing a project ?
 c) Write the names of stages followed in project management. Briefly explain the first three stages.
 $2 + 2 + 2 + (3 \times 3)$
