2116

| | Utech |
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| Name : | |
| Roll No.: | To Spanie (1) Exemple for Stall Explored |
| Invigilator's Signature : | |

${2010}$ 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 i | in the blanks: $10 \times 1 = 10$ |
|----|--------|---|
| | 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. |

[Turn over

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

- 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?

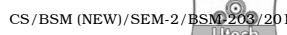
GROUP - C

(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

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- 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.

$$2 + 2 + 2 + (3 \times 3)$$