# END SEMESTER EXAMINATION

## Computer Applications in Business: CMCA0080

**Total Marks: 100**                                    **Duration: 3 hrs**

1. Answer the following questions:                       [1X10=10]

    i. We can insert a page number at _____. [CO1]
        a) Header
        b) Footer
        c) Both a and b
        d) None of these

    ii. Which item appears dimly behind the main body text?[CO1]
        a) Water Color
        b) Background
        c) Watermark
        d) Back Color

    iii. Which command brings you to the first slide in your presentation? [CO2]
        a) Next Slide Button
        b) Page Up
        c) Ctrl + Home
        d) Ctrl + End

    iv. Which of the following provides a means of printing out feature notes with a miniature slide on a printed page? [CO2]
        a) Slide with animation
        b) Outline View
        c) Notes Page
        d) Audience

    v. What is the intersection of a column and a row on a worksheet called? [CO3]
        a) Column
        b) Value
        c) Address
        d) Cell

    vi. Which function in excel tells how many numeric entries are there? [CO3]
        a) NUM
        b) COUNT

c) SUM

d) CHKNUM

vii. The process of arranging the items of a column in some sequence or order is known as: [CO4]
   a) Arrangein
   b) Autofill
   c) Sorting
   d) Filtering

viii. What type of chart is useful for comparing parts of a whole? [CO4]
   a) Pie Chart
   b) Column Chart
   c) Line Chart
   d) Dot Graph

ix. In which method we don't need to specify the field type and size while creating a new Table? [CO5]
   a) Design View
   b) While Using Wizard
   c) Create Table by entering data
   d) All of the above

x. The size of yes/no field is always _____. [CO5]
   a) 1 Bit
   b) 1 Byte
   c) 1 Character
   d) 1 KB

2. **Answer any five of the following questions:** [3X5=15]
   i. What is the difference between writing a letter in a word document and a normal document? How can you restrict someone from editing a word document? [CO1]]
   ii. What is a hyperlink? Write down the steps of inserting hyperlink to a particular text in a word document. [CO1]
   iii. How you can set password in PowerPoint? How can you show your presentation online? [CO2]
   iv. What is Microsoft Excel? Explain its uses. [CO3]
   v. Illustrate the trim, replace, substitute, proper, search functions with example. [CO4]

vi. What are the several file extensions in MS Access? What are the various types of relations between different data? [CO5]

3. **Answer any five of the following questions:** [7X5=35]
   i. Explain in detail about the operation and different features of a spell checker in MS Word [CO1]
   ii. How can you add page numbers in MS Word documents? Can you customize the same? [CO1]
   iii. How can you copy slide master from one presentation to another in PowerPoint? [CO2]
   iv. What is ribbon? What are its contents? [CO3]
   v. Explain all the features available in paste special option of excel with the help of a working example. [CO4]
   vi. What are queries in MS Access? How to create a simple query in MS Access? [CO5]

4. **Answer any four of the following questions:** [10X4=40]
   i. Write down the steps involved behind the process of Mail Merging. [CO1]
   ii. Explain the functionality of Clipboard in power point, capacity of clipboard, significance of clipboard, usage of clipboard in other MS office tools, adding transition and animation to slides. [CO2]
   iii. What are charts in MS-Excel? Explain the steps of inserting them. What are the different types? [CO3]
   iv. Cite the differences between all the types of referencing methods in excel. [CO4]
   v. Design a loan statement using the following information:
   Loan Amount: 3500000, Rate: 19.25%, Loan Period: 4 years. Write appropriate formula in MS-EXCEL to compute the EMI, principal amount and interest amount for the entire loan period. [CO4]
   vi. Explain about the different objects in MS Access. Write briefly about each of them. [CO5]