- (c) Print Preview
- 9 Page formatting
- Search and replace
- Screen List the various components of Outlook Express
- What is an E-mail? What are its advantages?
- 0 What is database? How is it different from a file?
- organisation. sequential file organisation. Explain the role of Explain the basic principles used in a indexed data file and index file in indexed sequential file
- What is database model? Name the four commonly used database model and describe
- What is FTP? Write complete format of FTP and how it is different from TFTP and Tel Net?
- 10. What is query language? What is its role in the overall design and / or usage of a database?

MF - 12/1 (300)

(4) BBA (II)/S-4/15

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## 2015

Time: 3 hours

Full Marks: 80

Candidates are required to give their answers in their own words as far as practicable

The figures in the margin indicate full marks. Answer from both the Groups as directed.

## (Objective-type Questions) Group - A

Answer all questions

- Choose the correct option from four given multiple choice.
- (a) A collection of eight bits is called
- Byte
- (iii) Word
- (iii) Record
- (iv) File
- (b) One thousand byte represent a. (i) Megabyte
- (ii) Gigabyte

(iv) None of these

(iii) Kilobyte

MF - 12/1

(Turn over)

(ii) Colls (iii) Cells (iv) All of these (i) Unit of worksheet, formed by intersection of rows and columns is called (i) Cell Pointer (ii) Cell (iii) Label (iv) Range (j) A field that uniquely indentifies records in the table is known as? (i) Primary key (ii) Candidate key (iii) Unique key (iv) Special key (iii) Unique key (iv) Special key (iii) Unique stions of the following: 15×4 = 60 2. What is a cell in a spreadsheet? How a single cell identified? How is a range of cells identified? 3. Write short notes on the following features of word processing package: (a) Word-wrap (b) Text-editing  (Turn over)	MF – 12/1 (2) Contd.	(g) The shortcut key used for coping selected text into clipboard is  (i) Ctrl + X (ii) Ctrl + V  (iii) Ctrl + ∀C (iv) Ctrl + D	<ul><li>(i) Status Toolbar</li><li>(ii) Standard Toolbar</li><li>(iii) Formttaing Toolbar</li><li>(iv) None of these</li></ul>	<ul><li>(i) Fibre Optic</li><li>(ii) Satellite</li><li>(iii) Modem</li><li>(iv) Loaxial cable</li><li>(f) Alignment button are available on the toolbar:</li></ul>	<ul><li>(ii) Loaxial Cable</li><li>(iii) Modem</li><li>(iv) Microwave system</li><li>(e) Which of the following performs modulation and demodulation?</li></ul>	<ul> <li>(i) Tape</li> <li>(ii) Disk</li> <li>(iii) Printer</li> <li>(iv) Bus</li> <li>(d) Which one of the following is not a transmission medium?</li> <li>(i) Telephone line</li> </ul>
(ii) Columns (iii) Cells (iv) All of these (iv) Called (iv) Range (iv) Rang						`
(ii) Rows (iii) Cells (iii) Cells (iv) All of these Unit of worksheet, formed by interse, rows and columns is called	MF - 1					0
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(ii) Columns (iv) All of these med by intersectionally intersectionally (iii) Cell (iv) Range dentifies record dentifies record (iv) Special key B  Questions) s of the followin 15× sheet ? How a nge of cells iden owing features company for the followin features of the followin features of the features	(3)	n the foll ge :	uestion spread v is a rai	up – Type	ter quely in n as?	neet, for
of these interse interse record ons) followin 15× How a ells iden atures c		owin	s of the	Que:	dent (ii)	(ii) (iv) / med
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(Turn over)