

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.

Group - A

(Objective-type Questions)

Answer all questions.

1. Choose the correct option from four given multiple choice.
(a) A collection of eight bits is called _____
(i) Byte (ii) Word
(iii) Record (iv) File
(b) One thousand byte represent a _____
(i) Megabyte (ii) Gigabyte
(iii) Kilobyte (iv) None of these

MF - 12/1 (Turn over)

- (c) Print Preview
- (d) Page formatting
- (e) Search and replace

4. List the various components of Outlook Express Screen.
5. What is an E-mail ? What are its advantages ?
6. What is database ? How is it different from a file ?
7. Explain the basic principles used in a indexed sequential file organisation. Explain the role of data file and index file in indexed sequential file organisation.
8. What is database model ? Name the four commonly used database model and describe any two.
9. 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

- (c) DOT Matrix is a type of _____.
- (i) Tape (ii) Disk
(iii) Printer (iv) Bus
- (d) Which one of the following is not a transmission medium ?
- (i) Telephone line
(ii) Loaxial Cable
(iii) Modem
(iv) Microwave system
- (e) Which of the following performs modulation and demodulation ?
- (i) Fibre Optic (ii) Satellite
(iii) Modern (iv) Loaxial cable
- (f) Alignment button are available on the toolbar :
- (i) Status Toolbar
(ii) Standard Toolbar
(iii) Formtting Toolbar
(iv) None of these
- (g) The shortcut key used for coping selected text into clipboard is _____.
- (i) Ctrl + X (ii) Ctrl + V
(iii) Ctrl + VC (iv) Ctrl + D

MF - 12/1

(2)

Contd.

- (h) What does an electronic spreadsheet consist of ?
- (i) Rows (ii) Columns
(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
- (i) A field that uniquely indentifies records in the table is known as ?
- (i) Primary key (ii) Candidate key
(iii) Unique key (iv) Special key

Group - B

(Long-answer Type Questions)

Answer any four questions of the following :

15x4 = 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

MF - 12/1

(3)

(Turn over)