MGT/S-1-VI/13

2013

Time : 3 hours

Full Marks : 60

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

1. Choose the correct answer of the following :

$$1 \times 12 = 12$$

(i)   Pivot table is associated with :

(a) MS-Word

(b) MS-Excel

(c) PAINT

(d) MS Power Point

SA – 6/2   (Turn over)

(ii) File Extension in MS-WORD is :

    (a) *.DOC

    (b) *.PPT

    (c) *.XLS

    (d) All of the above

(iii) Baud rate is :

    (a) Frequency size

    (b) Transmission capacity

    (c) Transmission speed

    (d) None of the above

(iv) Which of the following is known as electronic Spread Sheet ?

    (a) WINDOWS95

    (b) DOS

    (c) MS-Excel

    (d) MS-Word

(v) WINDOWS97 is a/an :

    (a) Operating System

(b)   Text Processing System

(c)   Presentation System

(d)   None of the above

(vi) Text Processing associated with package :

(a)   PAGE MAKER

(b)   MS-Excel

(c)   MS Power Point

(d)   None of the above

(vii) Mail merge feature use in :

(a)   MS-Power Point

(b)   MS-Word

(c)   MS-Excel

(d)   None of the above

(viii) Slide show is associated with ?

(a)   MS-Power Point

(b)   MS-Word

(c)   MS-Excel

(d)   None of the above

(ix) Relative referencing is applicable in :

(a)   MS-Power Point

(b)   MS-Word

(c) MS-Excel

(d) None of the above

(x) Goal seek function is available in ?

(a) MS-Power Point

(b) MS-Word

(c) MS-Excel

(d) None of the above

(xi) Auto text feature is available in :

(a) MS-Power Point

(b) MS-Word

(c) MS-Excel

(d) None of the above

(xii) Auto text feature is available in ?

(a) MS-Power Point

(b) MS-Word

(c) MS-Excel

(d) None of the above

Group – B

Answer any **four** of the following :   12×4 = 48

2. Explain Operating System. List the difference between single user and multi user OS.

3. Explain the functions of any **two** of the following with example.

   (a) Goal Seek

   (b) Macros

   (c) Auto Filter

   (d) Pivot Table

4. Define software and list various types of software under different categories.

5. What are the differences between File Processing System and Database Management System.

6. Define LAN, MAN and WAN.

7. Write short notes on the following :

   (a) RAM

   (b) ROM

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