

2031  
B.A./B.Sc. (General) First Semester  
Computer Applications  
Paper –CA02: Application Software

Time allowed: 3 Hours

Max. Marks: 30

*NOTE: Attempt five questions in all, including Question No. 1 which is compulsory and selecting one question from each Unit.*

x-x-x

I. Answer the following in brief:-

- a) What is the purpose of columns under Page Setup in a Word Processor?
- b) What do you understand by Range of cell in Spreadsheet? How is it expressed?
- c) What is a Legend in a Chart?
- d) What is a Primary key? Suggest some suitable data type for it.
- e) What is a Macro?
- f) Use two examples to illustrate how a validation rule is applied over a field in the Database Management software. (6x1)

UNIT – I

- II. a) Explain various character formatting and page formatting features available.  
b) What is Thesaurus and Word Art? (4,2)

- III. a) What is Mail Merge? What are Main Document, Data Source and Merge Field in that context?  
b) What are Auto-correct and Auto-text options? (4,2)

UNIT – II

- IV. What are Charts? What are the elements in chart? Specify various types of charts available with their significance. (6)

- V. a) What is a Formula? How is it different from a Function? Specify any two categories of Functions with example.  
b) Discuss Auto-fill option for copying and filling series in a range of cells. (4,2)

UNIT – III

- VI. a) What Graphics can be added to Slides and how?  
b) What are Handouts and Notes? (4,2)

P.T.O.

(2)

- VII. a) What are Transitions? List some of the Transitions available.  
b) What is the purpose of Slide Master and Slide Sorter? (4,2)

UNIT – IV

- VIII. a) What is a database and how is it created?  
b) Specify the various data types that can be set for a field. (4,2)
- IX. a) Discuss the following properties w.r.t. the database field- Field size, format, decimal places, caption, validation rule, validation text, default values.  
b) What is importing and exporting data? (4,2)

x-x-x

C4KNOWLEDGESEEKERS