



SB-1378

Second Year B.B.A. (Sem. IV) Examination
March/April – 2011

Computer Application : Paper - II
(Advanced Office Automation Tools)

Time : Hours]

[Total Marks : 30

Instructions :

(1)

नीचे दृष्टावेक निशानीवाणी विगतो उत्तरवडी पर अवश्य लखवी.
Fillup strictly the details of signs on your answer book.

Name of the Examination :
S. Y. B.B.A. (Sem. - 4)

Name of the Subject :
Computer Application - 2

Subject Code No. : 1 3 7 8 Section No. (1, 2,.....): NIL

Seat No. :

Student's Signature

- (2) All questions are compulsory.
(3) Figures to the right indicate marks.

- 1 Answer followine questions : (any ten) 10
- (i) Differentiate between INT () and TRUNC () function.
(ii) MID ("SWAMI VIVEKANAND", 7,8) = _____
(iii) What is Conditional Formatting ?
(iv) What is filtering ?
(v) Explain functions IRR and DDB.
(vi) Explain with example primary key in reference to ACCESS.
(vii) Output of = MOD (Power (-3,2),2) is _____.
(viii) What is the use of 'Merge Cell' option ?
(ix) Explain Data consolidation.
(x) What is criteria range ?
(xi) Output of = ROUNDDOWN (12.23, 1) is _____
(xii) Explain ODD and EVEN function.
- 2 (a) What is the importance of Chart ? Explain the chart 5
option of MS-Excel in detail with example.

- (b) Explain with examples : (any **two**) **6**
- (i) Sorting of data in a database
 - (ii) Text Functions in Excel
 - (iii) Statistical functions
- 3** Write short notes (any **three**) **9**
- (i) Data Validation
 - (ii) Explain Macro
 - (iii) Sharing Excel workbook
 - (iv) Generating Report in MS Excess.
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