B.B.A. Part–II (Semester—III) (CBCS) Examination

BBA-306

COMPUTER APPLICATION–I

Time : Three Hours]   [Maximum Marks : 60

SECTION—A

Multiple choice questions :

1. A Database Management System is collection of _____.

    (a) Software   (b) Data

    (c) Information   (d) Hardware

2. Which one of the following is the advantage of DBMS ?

    (a) Big Size   (b) Complexity

    (c) Higher impact of failure   (d) Reduced data redundancy

3. MS Access is a _____.

    (a) RDBMS   (b) OODBMS

    (c) Network database model   (d) None of the above

4. In Access Press TAB _____.

    (a) Move up one line   (b) Move up one page

    (c) Exit the combo box or list box   (d) None

5. To create query in Access :

    (a) You can drag and drop fields on query builders

    (b) You can use query wizard or design view

    (c) Both (a) and (b)

    (d) None of the above

6. Which of the following creates a drop down list of values to choose from ?

    (a) Ole object   (b) Hyperlink

    (c) Memo   (d) Look up wizard

7. The cell seen bold is called _____.

    (a) Name box   (b) Active cell

    (c) Spread sheet   (d) None of the above

8. Spread sheet consists of _____.

    (a) Rows   (b) Columns

    (c) Lines   (d) Rows and columns

9. Formula bar is used for _____.

    (a) Edit the data   (b) Edit the formula

    (c) Edit the data & formula   (d) None of the above

10. Excel Programmes generally run Mathematical Calculation Programme of the type _____.

    (a) Arithmetical   (b) Comparative

    (c) Contextual   (d) All of the above   10×1=10

SECTION—B

Write short answers :

1. (a) Define the concept of DBMS.

OR

    (b) Explain the Architecture of DBMS.

2. (a) Write a short note on DBMS fields.

OR

    (b) Write the procedure to save Database in MS Access.

3. (a) Write the concept of Form Header and Footer.

OR

    (b) Write the short note on Report in DBMS.

4. (a) Explain the advantages of MS Excel.

OR

    (b) Write the steps in Editing Database in Excel.

5. (a) Explain any three Mathematical Functions.

OR

    (b) Write the steps to Insert a Table in MS Excel.   5×4=20

SECTION—C

Write the answers in detail :

1. (a) Explain the advantages and limitations of DBMS.

OR

(b) Explain in detail different DBMS Models.

2. (a) Explain the concept of MS Excel Software and its Elements.

OR

(b) Write the procedure of creating the Database in MS Access.

3. (a) Write the procedure of applying query in DBMS.

OR

(b) Write the steps to create Report in DBMS.

4. (a) Write the Basic Component of MS Excel.

OR

(b) Write the steps in Creating and Formatting Database in Excel.

5. (a) Write the steps to Insert Graph and Explain different types of Graph in MS Excel.

OR

(b) Explain the different Statistical Functions in MS Excel.   5×6=30