

Roll No.....

MMSR/D-12
Computer Application in Management
Paper: CP-107

Total Pages: 2
13581

Time: Three Hours]

[Maximum Marks: 50

Note: Attempt any five questions in all. Question no.1 is **compulsory**. All questions carry equal marks.

1. Compulsory Question

Answer the following questions in brief:

- (a) Distinguish between analog and digital computers.
 - (b) Convert $(.125)_{10}$ into binary.
 - (c) What is folder? How can you create in windows?
 - (d) What are Subscripts and Superscripts in word?
 - (e) Distinguish between absolute and relative cell address.
 - (f) What is transaction file?
 - (g) Distinguish between primary and secondary memory.
2. Define computer network. Discuss different types of topologies used in computer networks with pros and cons of each.
3. Convert $(89.2)_{10}$ into octal and hexadecimal number systems.
4. Explain the following features with respect to word processing:
- (a) Insert table.
 - (b) Applying bullets and numbering
 - (c) Applying change case
 - (d) Find and replace text
5. Explain the following features of spreadsheet application software:
- (a) Creating pie chart.
 - (b) Sorting Data.
 - (c) Applying formulae.
6. Discuss Indexed and Random file organizations. Also discuss their relative advantages and disadvantages.
7. What is database system? What are different Components of a database system? Explain. Also discuss advantages of using database processing over filing system.
8. What is Operating System? Explain the following features of windows operating system:
- Desktop, My Computer, Windows Explorer.