# Model Paper "Computer Application To Business-II" For DBA-(Part-II) Annual Examinations 2013 & Onward

Part-A

## **Objective**

Time: 30 Minutes

**Note:** This part is compulsory. It should be attempted on the question paper & returned to the supervisory staff after prescribed time. Cutting, overwriting and use of lead pencil is not allowed. Supervisory staff is requested to attach it with the answer book.

**Q. No. 1** Choose the correct and encircle it.

1	701 1						
1-	There are sheets in				056	1	265
2	a. 110		223	c.	256	a.	265
2-	There are rows in				256	.1	75000
2	a. 12 To save a worksheet in MS-E		65536	c.	256	d.	75000
3-		-			Ctrl + S	A	All
	a. click on file and then click on save	D.	click save button	C.	Cli + S	d.	All
4-	The address of a cell appears	on.					
4-	a. Title Bar		Cell Reference	C	Workbook	d.	Status Bar
	a. The Dai	υ.		С.	Area	u.	Status Dai
5-	Operator used to insert formul	la in	MS-EXCEL:		meu		
U	a. =	b.	@	c.	\$	d.	%
6-	Which is included in IF Funct		-	0.	Ψ	ч.	/0
-	a. ()	b.		c.	Condition	d.	All
7-	Command Sort is in the menu	:					
	a. Insert	b.	Edit	c.	Data	d.	View
8-	Which one is type for number	s?					
	a. Currency	b.	Border	c.	Shading	d.	Bold
9-	Writing the data showing at an	ngle	of 90 degree is:				
	a. Mailing	b.	Orientation	c.	Protection	d.	Preview
10-	Which is a type of chart?						
	a. Pie		Column	c.	Line	d.	All of above
11-	Which is not a Database Mana	-	•				
	a. FoxPro		Google	c.	Oracle	d.	MS-ACCESS
12-	Most common type of databas						
	a. EXCEL	b.	RELATIONAL	c.	WORD	d.	POWERPOINT
10	DATABASE						
13-	Each entity in database must h					J	Casar dama Iran
14	a. Candidate key		Index	c.	Primary key	a.	Secondary key
14-	Which data field type is not av a. Memo		Name	0	Cumonou	4	Text
15-	a. Memo Which one is created in databa			c.	Currency	d.	Text
15-	a. Films	b.	Documents	c.	Tables	d.	Worksheets
16-	More than one table are conne			С.	Tables	u.	worksheets
10	a. Reference		Relationship	c.	Post script	d.	Membership
17-	Which of the following object		<b>^</b>	0.	r ost sempt	ч.	memoersnip
.,	a. Report		Form	c.	Query	d.	Table
18-	Mathematical and conditional						
	a. Show	b.		c.	Picture	d.	Criteria
19-	Database in MS-ACCESS app	bear	s on compute as				
	a. Hardware	b.	Hardcopy	c.	Softcopy	d.	Tool Bar
20-	Not important in database:						
	a. Table	b.	Chair	c.	Form	d.	Report

Roll No.

Marks: 20

(20x1) = 20

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# Part-B

### **Subjective**

Time: 02:30 Hours

#### Marks: 80

### **SECTION-I**

#### Q. No 2

Write the short answers to any TWENTY FIVE (25) from the following questions. (25x2)=50

- 1- Define Worksheet.
- 2- How to open and close MS-EXCEL
- 3- What is a workbook?
- 4- Write short cuts for cut, copy and paste in MS-EXCEL.
- 5- Explain redo and undo in MS-EXCEL.
- 6- How to use autofill in MS-EXCEL?
- 7- What is cell reference?
- 8- How to merge cells in excel?
- 9- Describe = Now () function.
- 10- Describe = Concatenate () function.
- 11- Explain the use of =sum function.
- 12- Exemplify the =IF function.
- 13- What is the sorting of data in MS-EXCEL.
- 14- Describe alignment of text in MS-EXCEL.
- 15- What is series in MS EXCEL.
- 16- What is Auto Filter?
- 17- Write the procedure to set the print area in MS-EXCEL.
- 18- Entity, giving example.
- 19- Write down types of data.
- 20- Define relationship.
- 21- Explain wild card
- 22- Define table in MS-ACCESS?
- 23- Define key field.
- 24- What is SQL?
- 25- Write about parts of Database System.
- 26- Define Query.
- 27- Write uses of report in database
- 28- What are different types of reports in MS Access?
- 29- What operators are used in query?
- 30- Define form.
- 31- Define electronic database.
- 32- Define relational database management system.
- 33- Define report.
- 34- Write the names of controls of form object.
- 35- Define DBA and its responsibilities.
- 36- Define Indexes why they are used.
- 37- What are macros?

### **SECTION-II**

### Note: Attempt any THREE (3) questions.

(3x10) = 30

Q. No 3:	(a) (b)	Write a note on how to create a worksheet in MS-EXCEL. Write a note or charts in MS Excel also write the procedure to create and save a Pie Chart.
Q. No 4:	(a) (b)	Write a detailed note on printing in MS-EXCEL. Explain what is formatting in MS-EXCEL.
Q. No 5:		Write a note on formula in MS-EXCEL. What is a function? Explain with examples.
Q. No 6:	(a) (b)	Electronic Databases are more useful than Physical Databases. Explain. What are different data types used in MS-ACCESS? Give examples.
Q. No 7:	(a)	Differentiate between Forms and Reports.

(b) Describe different types of queries.

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