



SB-1354

First Year B. B. A. (Sem. I) Examination

March / April - 2011

Computer Application - I

(New Course)

Time : Hours]

[Total Marks :

Instructions :

(1)

નીચે દર્શાવેલ નિશાનીવાળી વિગતો ઉત્તરવહી પર અવશ્ય લખવી. Fillup strictly the details of signs on your answer book.		Seat No. :	
Name of the Examination :		<input type="text"/>	
Name of the Subject :		<input type="text"/>	
Subject Code No. : <input type="text"/> 1 <input type="text"/> 3 <input type="text"/> 5 <input type="text"/> 4		Section No. (1, 2,.....) : <input type="text"/> NIL	
		<div style="border: 1px solid black; border-radius: 15px; height: 80px; width: 100%; text-align: center; vertical-align: middle;">Student's Signature</div>	

- (2) All questions are compulsory.
(3) Figures to the right indicate full marks.
(4) Draw figures wherever necessary.

1 Attempt the following questions in short : (any eight) 8

- (1) Differentiate between filtering and sorting.
- (2) Mention any two limitations of database in MS.Excel.
- (3) Explain Macro
- (4) Explain the working of My Computer.
- (5) Explain the use of status bar.
- (6) Name the different types of softwares.
- (7) What is the expansion of MS-Power Point ?
- (8) Write the full forms of - UPS and EPROM.
- (9) Explain the use of Print Preview.
- (10) Explain Data Consolidation.

- 2** Attempt any two : **10**
- (1) Define software. Explain the different types of softwares with examples.
 - (2) File Manager and Print Manager.
 - (3) Custom animation and slide transition effect in MS Power Point.
- 3** Explain any two functions in detail with its syntax and any three examples : **6**
- (1) Mathematical functions
 - (2) Logical functions
 - (3) Counting functions.
- 4** Write short notes : (any two) **6**
- (1) Design Templates
 - (2) Bullets and Numbering
 - (3) Characteristics and limitations of computer.
 - (4) Datatypes available in Access.
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