

**B.Tech. Civil (Construction Management)**

**Term-End Examination**

**June, 2013**

**ET-301(B) : COMPUTER APPLICATIONS**

*Time : 3 hours*

*Maximum Marks : 70*

*Note : Question No. 1 is compulsory. Answer any four from the remaining questions. The answers shall be in your own language.*

1. (a) What is word processing ? List the functions performed by a word processor. 3
- (b) What are the different types of memories ? 4
- (c) What commands formats a new floppy for use with system files transferred into it ? 3
- (d) List out the data query operations that LOTUS 1-2-3 performs. 4
- (e) What is a database file, a record and a field ? 3
- (f) What are the different hardware and software requirements for making a Computer Aided Drawing ? 5
2. (a) What is a batch file ? Explain the use of Autoexec.bat file with the help of an example. 6
- (b) Describe the block diagram of a computer. 6

3. (a) What are the steps required in LOTUS 1-2-3 to display the current date in a cell ? 4  
 (b) Explain the components of spreadsheet in LOTUS 1-2-3. 8
4. What is the difference between sorting a database file and indexing a database file ? What are the advantages and disadvantages of these two methods ? 12
5. Write short notes on the following AutoCAD Commands : 12  
 (a) ORTHO (b) EXPLODE  
 (c) FILLET (d) PAN  
 (e) ARC (f) DIM
6. (a) What is a mail merge operation ? What are the files that you have to prepare for mail merge operation ? 8  
 (b) In an opening menu of WordStar, what do D, J, E and F mean ? 4
7. (a) What are the main advantages of using CAD tools in the design process ? List the most important type of CAD tools. 6  
 (b) Describe the various drawing primitives used for making computer aided drawings in AutoCAD. 6
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