

**B.A. IN APPAREL DESIGN AND
MERCHANDISING (BAADM)**

Term-End Examination

December, 2011

BFM-033 : COMPUTER APPLICATIONS

Time : 3 hours

Maximum Marks : 100

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- Note :** (i) *This question paper contains 15 questions.*
(ii) *All questions are compulsory.*
(iii) *The marks for each question is mentioned along side.*
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Short answer type questions :

1. Please select the correct answer for (a) to (e) and fill in the blanks for (f) to (j). **1x10=10**
- (a) Point the Odd one out :
- | | |
|-------------|----------------|
| (i) Printer | (ii) Plotter |
| (iii) VDU | (iv) light pen |
- (b) A byte is equal to :
- | | |
|--------------|--------------|
| (i) 4 bits | (ii) 16 bits |
| (iii) 6 bits | (iv) 8 bits |
- (c) The smallest element of a picture is :
- | | |
|--------------|-----------------|
| (i) Pixel | (ii) Resolution |
| (iii) Vector | (iv) Format |

- (d) The shortcut key for justify option is :
- (i) Ctrl + j (ii) Ctrl + F
(iii) Ctrl + H (iv) Ctrl + Alt + I
- (e) The technology that is used as a direct entry method in banks is :
- (i) OCR (ii) OMR
(iii) MICR (iv) MCR
- (f) DBMS stands for _____ .
- (g) The option in MS-Excel that continues a pattern into one or more adjacent cells (in any direction) is _____ .
- (h) The _____ option is used to change the page layout from Portrait to Landscape and vice versa.
- (i) The _____ shortcut key is used to find a word in MS-Word.
- (j) To play slide show in MS-Power Point, the key is _____ .

2. What are the advantages of using a computer ? 6
Name *any four*.

3. Name the important components of a computer and explain in brief their main functions. 6

4. What are input devices. Explain the following devices attached to computer *any five*. $3+3 \times 5=18$
- (a) Mouse
 - (b) OMR
 - (c) Monitor
 - (d) Graphics tablet
 - (e) Headphone
 - (f) Webcam
5. What is a printer ? Explain its types. 4
6. Name any two application softwares. 2
7. Write steps to do the following in MS-Word.
Answer *any three* : $3 \times 3=9$
- (a) Creating a new document
 - (b) Replacing a word with another
 - (c) Inserting a table
 - (d) Changing font colour
8. What is page colour and page border in MS-Word ? 4
Explain.
9. Explain the usage of adding end note and foot note in MS-Word. 4

10. Write advantages of using databases. 4
11. Write *any four* areas of usage of computer graphics. 4
12. Draw and illustrate steps to create 'Homepage' and 'Contact Us' Webpage for a fashion designing Institute. 10
13. Explain *any one* of the following functions with relation to MS-Excel : 3
- (a) Product ()
 - (b) Date ()
 - (c) Max ()
 - (d) Count ()
14. Write the significance of using MS-Power point Software for presentation. 4
15. Write steps to do the following in MS-Powerpoint for *any four* : 3x4=12
- (a) Adding a new slide to a presentation.
 - (b) Adding animation effects.
 - (c) Adding a symbol.
 - (d) Create a photo album.
 - (e) Adding slide number on the slides.