

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

Term-End Examination

June, 2011

BFM-033 : COMPUTER APPLICATIONS

Time : 3 hours

Maximum Marks : 100

- Note :** (i) *This question paper contains 21 questions.*
(ii) *All questions are compulsory.*
(iii) *The marks for each question are marked against it.*

1. Multiple choice questions- please select the correct answer. **1x10=10**
- (a) Which of the following is not an output device ?
- (i) Printer (ii) Plotter
(iii) VDU (iv) Lightpen
- (b) The refresh rate of a monitor is measured in :
- (i) Hertz
(ii) Bits
(iii) Pixels
(iv) None of the above
- (c) A byte is equal to :
- (i) 4 bits (ii) 16 bits
(iii) 6 bits (iv) 8 bits

- (d) The complete collection of records is called as :
- (i) Table
 - (ii) Field
 - (iii) DBMS
 - (iv) Row
- (e) The smallest element of a picture is termed as :
- (i) Pixel
 - (ii) Resolution
 - (iii) Vector
 - (iv) Format
- (f) Which of the following operations is not associated with page layout tab ?
- (i) Margins
 - (ii) Orientation
 - (iii) Page colour
 - (iv) Word Art
- (g) The symbol that differentiates the presence of a formula from data in a cell is :
- (i) +
 - (ii) %
 - (iii) =
 - (iv) -
- (h) Which of the following shortcut key is associated with 'justify' ?
- (i) Ctrl+J
 - (ii) Ctrl+I
 - (iii) Ctrl+K
 - (iv) Ctrl+L
- (i) The shortcut key for the option find in 'MS - Word' is :
- (i) Ctrl+J
 - (ii) Ctrl+I
 - (iii) Ctrl+F
 - (iv) Ctrl+L
- (j) Which of the following shortcut key is associated with creating a new document ?
- (i) Ctrl+M
 - (ii) Ctrl+N
 - (iii) Ctrl+O
 - (iv) Ctrl+P

2. Fill in the Blanks 1x5=5
- (a) DBMS stands for _____
 - (b) The capability of MS -Excel to adjust a column's width to accommodate the widest data value in that column is called as _____.
 - (c) The act of showing the MS-Powerpoint presentation to an audience from slide to slide is called as _____
 - (d) The _____ option fills the background colour of a cell in MS- Excel.
 - (e) The _____ option switches the page between potrait and landscape layouts.
3. Explain Hardware and software giving two examples of each. 4
4. Name any two types of computers used in organisations. 2
5. List any five components of computer to know of before buying it. 5
6. Explain the following devices (*any four*) : 4x4=16
- (a) Mouse
 - (b) Scanner
 - (c) MICR
 - (d) Monitor
 - (e) Digital Camera

7. Differentiate between Impact and Non Impact printers giving examples in each. 4
8. List any three latest computer technologies. Explain their usage. 6
9. Explain DBMS. State the significance of database. Mention any four areas of application of a database. 2+2=4
10. Define the term multimedia. Explain its usage in the field of entertainment, education and on the web. 4
11. Differentiate between footnote and endnote in relation to MS - Word. Give example in each. 2
12. Write steps to add page colour and page border to the document in MS - Word. 3
13. Write steps to translate a word or phrase in MS - Word. 2
14. Write steps to add word Art in MS - Word. Explain any three features associated with Word Art in MS - Word. 3

15. Explain the following functions with example in each. 2x3=6
- (a) Average ()
 - (b) Count ()
 - (c) Product ()
16. Mention steps to insert a comment in MS - Excel. 2
17. Explain the tool and write steps to centre a heading that spans multiple cells of data in MS - Excel. 2
18. Write steps to change the presentation's background in MS - Powerpoint. 2
19. Write steps to add a picture to a presentation and name any three picture effects that can be applied from format ribbon. 4
20. State the significance of automated slide show. Explain the feature in MS -Powerpoint that provides automated slide shows. 4
21. Illustrate and explain steps to create the 'Contact Us' and Infrastructure webpage of an Apparel Institution. 10