

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

**Term-End Examination**

00447

December, 2017

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

*Time : 3 hours*

*Maximum Marks : 70*

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**Note :** *Question no. 1 is compulsory. Answer any four questions from the remaining questions.*

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1. (a) What is Word Processing ? List the functions performed by a word processor. 3
- (b) Write the commands to format a new floppy for use with system files transferred into it. 4
- (c) What is a Database file, a Record and a Field ? Explain in brief. 3
- (d) Explain in brief, three types of auxiliary storage. 3
- (e) What is the use of ZAP command in dBase ? 3

- (f) In WordStar, write the command to : 3
- (i) Make bold a block of text
  - (ii) Save a document
  - (iii) Copy a block
- (g) Differentiate between RAM and ROM. 3
2. Explain in brief, the following AutoCAD commands : 12
- (a) REGEN
  - (b) PLINE
  - (c) ORTHO
  - (d) FILLET
  - (e) GRID
  - (f) OOPS
3. (a) Describe the control panel and mode indicator of LOTUS 1-2-3. 8
- (b) What are the steps required in LOTUS 1-2-3 to display the current date in a cell ? 4
4. (a) What is a Batch file ? Explain the use of Autoexec.bat file with an example. 6
- (b) With a block diagram, describe computer organisation. 6

5. Differentiate between sorting a database file and indexing a database file. Discuss the advantages and disadvantages of these two methods. 12
6. (a) What is a Mail-Merge operation ? Name the files to be prepared for Mail-Merge operation. 8
- (b) In an opening menu of WordStar, explain the following in brief : 4
- (i) D
  - (ii) J
  - (iii) E
  - (iv) F
7. (a) How do you calculate the total marks and average marks of students in a class using LOTUS 1-2-3 ? Explain. 6
- (b) Explain Layers in AutoCAD. How are they useful ? 6
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