

00951

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

Term-End Examination

December, 2010

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 a computer ?
- (i) Note book (ii) Laptop
- (iii) Desktop (iv) Drawing book
- (b) The common keyboard arrangement is called the _____ layout.
- (i) QWERTY (ii) QERWTY
- (iii) QYTWER (iv) QWRETY
- (c) Which of the following is a spread sheet ?
- (i) MS-Word
- (ii) MS-Excel
- (iii) MS-PowerPoint
- (iv) None of the above

- (d) The amount of space which is left from all the four sides of a page in MS-Word is called as :
- (i) Margins
 - (ii) Page Orientation
 - (iii) Smart Art
 - (iv) Column Break
- (e) A _____ can convert a printed image into digital image :
- (i) Photocopier
 - (ii) Digital camera
 - (iii) Touch screen
 - (iv) Scanner
- (f) Which of the following is not an example of a database :
- (i) SQL
 - (ii) Oracle
 - (iii) MS-Access
 - (iv) MS-Word
- (g) A group of one or more cells which are selected adjacent to each other in a rectangular manner is called as :
- (i) Range
 - (ii) Formula
 - (iii) Limit
 - (iv) Function
- (h) Which of the following is the feature that allows mass mailings ?
- (i) Auto correct
 - (ii) Auto Text
 - (iii) Auto format
 - (iv) Mail Merge
- (i) The function key that plays the slideshow is :
- (i) F2
 - (ii) F3
 - (iii) F4
 - (iv) F5

- (j) The shortcut key ctrl+= is associated with :
- (i) Subscript
 - (ii) Superscript
 - (iii) Hyperlink
 - (iv) Bullets

2. Fill in the blanks :

5x1=5

- (a) _____ refers to the use of more than one medium at a time to present information.
- (b) The automatic placement of values in sheet cells based on a pattern in other cells is called as _____.
- (c) A slide that determines how certain elements such as back ground color, etc. will appear on all slides in a presentation is called as _____.
- (d) The _____ feature corrects the spelling of certain words.
- (e) _____ is the shortcut key for paste in MS-Word.

3. What is a computer ? Write any four applications of a computer.

1+4=5

4. Name any two pointing devices in computers.

2

5. What are the different parts of a computer ?

4

6. Explain the following devices (any four) : $4 \times 4 = 16$
- (a) Joystick
 - (b) Touch screen
 - (c) OMR
 - (d) Speaker
 - (e) Graphics tablet
7. Explain different classification of monitors based on colour. 4
8. Define application software. Write its significance. Give two examples. $2+2+2=6$
9. Define Computer Graphics. Mention any four areas of application of computer graphics. $2+2=4$
10. Write any four advantages of using database. 4
11. Differentiate between bulleted and numbered lists. Give examples of each. 2
12. Write steps to add header and footer to the document in MS-Word. 3
13. Write steps to insert a symbol in MS-Word. 2
14. Explain the following in relation to tables in MS-Word : $1 \times 3 = 3$
- (a) Split cells
 - (b) Table styles
 - (c) Cell margins

15. Explain the following functions with example in each : 2x3=6
- (a) Sum ()
 - (b) Now ()
 - (c) Max ()
16. How are multiple ranges selected for a function in MS-Excel ? 2
17. Write steps to adjust row height and column width in MS-Excel. 2
18. Write steps to add a new slide to the presentation in MS-PowerPoint. 2
19. Write steps to add an audio or video clip to the presentation and name any three effects that can be applied from options ribbon. 4
20. What is the significance of adding notes to MS-PowerPoint presentation ? 4
21. Illustrate and explain steps to create the Home Page of an Apparel Institute. 10
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