



SB-1378

Second Year B.B.A. (Sem. IV) Examination

March/April – 2011

Computer Application : Paper - II

(Advanced Office Automation Tools)

Time : Hours]

[Total Marks : 30

Instructions :

(1)

नीचे दशविवेक निशानीवाणी विगतो उत्तरवडी पर अवश्य लखवी.
 Fillup strictly the details of signs on your answer book.

Name of the Examination :

Name of the Subject :

Subject Code No. : Section No. (1, 2,.....):

Seat No. :

Student's Signature

- (2) All questions are compulsory.
- (3) Figures to the right indicate marks.

- 1 Answer followine questions : (any ten) 10
- (i) Differentiate between INT () and TRUNC () function.
 - (ii) MID ("SWAMI VIVEKANAND", 7,8) = _____
 - (iii) What is Conditional Formatting ?
 - (iv) What is filtering ?
 - (v) Explain functions IRR and DDB.
 - (vi) Explain with example primary key in reference to ACCESS.
 - (vii) Output of = MOD (Power (-3,2),2) is _____.
 - (viii) What is the use of 'Merge Cell' option ?
 - (ix) Explain Data consolidation.
 - (x) What is criteria range ?
 - (xi) Output of = ROUNDDOWN (12.23, 1) is _____
 - (xii) Explain ODD and EVEN function.

- 2 (a) What is the importance of Chart ? Explain the chart 5
 option of MS-Excel in detail with example.

- (b) Explain with examples : (any two) **6**
- (i) Sorting of data in a database
 - (ii) Text Functions in Excel
 - (iii) Statistical functions
- 3** Write short notes (any three) **9**
- (i) Data Validation
 - (ii) Explain Macro
 - (iii) Sharing Excel workbook
 - (iv) Generating Report in MS Excess.
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