

(ENGLISH)

[TIME ALLOWED — 3 HOURS]

Serial No. 900000221

(MARKS — 70)

**SUBJECT : ELECTIVE -II- COMPUTER APPLICATION (THEORY)***Instructions.*— (1) Attempt *all* questions.(2) Figures to the right indicate *full* marks.**Marks**

1. (a) Select the correct alternative from the following (any four) :— 4
- (i) The collection of information in MS-Access is .....
- (a) Data (b) Fields (c) Database (d) Records
- (ii) In word-2007 the shortcut buttons or Icons for the menu commands are available on .....
- (a) Toolbar (b) Groups (c) Menu (d) Ruler
- (iii) In Excel-2007 functions are ..... formulas.
- (a) Built-in (b) Custom (c) Router (d) User defined
- (iv) ..... Key is used to start a New database in Ms-Access.
- (a) ctrl + M (b) ctrl + N (c) ctrl + P (d) ctrl + X
- (v) To get specific information from a table ..... is used.
- (a) Reports (b) Forms (c) Macros (d) Query.
- (b) State weather the following statements are *true* or *false* (any four) :— 4
- (i) Primary key is compulsory in MS-Access.
- (ii) In Excel if text is too long, It is displayed in the rightside of the cell as if they are empty.
- (iii) A template is a ready to use database containing all the objects of Access.
- (iv) Queries can be used to create table.
- (v) Data generated through report is editable.
- (c) State the long form the following (any four) :— 4
- (i) L.C.D. Liquid Crystal Display
- (ii) C.R.T. Cathode Ray Tube
- (iii) HDTV High Definition Television
- (iv) O.C.R. Optical Character Recognition
- (v) D.V.D. Digital Versatile Disc

[Turn over

(d) Match the following (any five) :—

4

'A' Group

'B' Group

(i) ctrl + C

(a) Copy the selected text or graphics on clipboard.

(ii) ctrl + V

(b) Move Paragraph up

(iii) Alt + Shift ↑

(c) To fill from the cell to the left

(iv) ctrl + R

(d) Paste the selected text or graphics on clipboard

(e) To fill from the cell above.

2. Attempt any *two* of the following :—

12

(a) Explain any six data types of MS-Access.

(b) What is Forms ? List different Form designs ? How to construct Forms using Auto form?

(c) How to insert Tables in a word document ? Explain the table formatting commands.

(d) Write steps to use spelling checker.

3. Attempt any *two* of the following :—

12

(a) What is Query in Access ? Write steps for constructing Query in MS-Access.

(b) What is meant by Report? How to create Report in MS-Access ?

(c) How to create relationship between tables ?

(d) List various applications of Excel-2007.

4. Attempt any *two* of the following :—

14

(a) List and Explain different objects in Ms-Access.

(b) List and Explain the various topologies used in Networking.

(c) What is Ms-Access ? Define the following terms with respect to Ms-Access.

(a) Data (b) Information (c) Database (d) Record (e) Field

(d) Explain Dates sorting formula and their used in MS-Excel 2007.

5. Write short notes on the following (any *four*) :—

16

(a) Cell references and its types in Excel.

(b) Importing data into an existing table.

(c) Creating letters with mail merge.

(d) Write a short note on Modern and Repeater.

(e) Explain Library Management Package.