



<BBA>

<Business Computing [MGMT 117]>

Semester – <I> (Regular) Theory Examination,

December-2019

Duration: 2 Hr.

Total Marks: 50

Total Pages - 02

Instructions for Students:

1. ALL questions are compulsory
2. Do NOT write on question paper except PR No.

**Q. 1 Choose correct option from given alternatives**

**(10 Marks)**

- i. Color and pattern used to fill a closed shape is called:
  - A. Shape
  - B. WordArt
  - C. Fill style
  - D. Fill back
- ii. A number of letter that appears little below the normal text is called:
  - A. Superscript
  - B. Subscript
  - C. Supertext
  - D. Toplevel
- iii. Which items are place at the end of the document?
  - A. Footer
  - B. Header
  - C. End note
  - D. Foot note
- iv. Which one can be used as watermark in a word document?
  - A. Text
  - B. Image
  - C. Both A and B
  - D. None of the above
- v. The direction of a rectangular page foe viewing and printing is called:
  - A. Orientation
  - B. Direction
  - C. Print layout
  - D. Preview
- vi. Which is not a font style?
  - A. Bold
  - B. Italic
  - C. Superscript
  - D. Regular
- vii. MS Excel is used for creating:
  - A. Documents
  - B. Presentations
  - C. Sending mails
  - D. Spreadsheets



viii. Which item appears dimly behind the main body text?

- A. Water color
- B. Background
- C. Watermark
- D. Back color

ix. To apply center alignment to a paragraph we can press:

- A. Ctrl + S
- B. Ctrl + C + A
- C. Ctrl + C
- D. Ctrl + E

x. The process of removing unwanted part of an image is called:

- A. Hiding
- B. Bordering
- C. Cropping
- D. Cutting

**Q. 2 A) State if following statements are TRUE or FALSE (5 Marks)**

- i. A user could encrypt Microsoft Word document with a password.
- ii. Microsoft Outlook is used to send and receive emails.
- iii. Slides cannot be duplicated in MS PowerPoint.
- iv. Autosum is used to find out the sum of a selected number of cells in MS excel.
- v. Ctrl + H is used for finding and replacing text/cell in MS Excel.

**B) Match the following (MS Excel) (5 Marks)**

1. Ctrl + 1	A. Print the current sheet
2. Ctrl + 9	B. Changes the format of selected cell
3. Ctrl + K	C. Fill right
4. Ctrl + P	D. Hides row
5. Ctrl + R	E. Inserts a hyperlink

**Q. 3 What is use of MS Outlook? State difference between MS Outlook and Gmail. (10 Marks)**

**Q. 4 Answer any 2 (10 Marks)**

- i. How to create mail merge in MS Word?
- ii. How to use HLOOKUP function in MS Excel?
- iii. How to insert a picture in PowerPoint?
- iv. 5 applications of MS Office.

**Q. 5 Discuss professional and personal use of PowerPoint Presentation. (10 Marks)**

OR

**Write short answers on:**

- i. What is MS Excel?
- ii. What is ribbon?
- iii. Explain spreadsheet and its basic.
- iv. How many data formats are available in Excel? Name some of them.
- v. Specify the order of operations used for evaluating formulas in Excel.

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