Sr. No. of Question Paper : 8143   C   Roll No.............

Unique Paper Code   : 241357

Name of the Paper   : Computer Applications

Name of the Course   : B.A. Programme, Part II : OFFICE MANAGEMENT
                        AND SECRETARIAL PRACTICE

                        (Only English Medium)

Semester   : III

Duration   : 3 Hours

Maximum Marks   : 75

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. Attempt **All** Questions.

1. (a) Fill in the blanks :   (10)
        (i)   Power point is a complete presentation _____ .
                                                    (templates/graphics package)
        (ii) A presentation may be modified by _____ .
                        (notes, video, text/ inserting, deleting, reordering)
        (iii) To begin any formula _____ sign must be pressed. (x/=)
        (iv) _____ is a protocol for mail services. (Telnet/SMPT)
        (v)   _____ is known to be heart of brain of the computer system.
                                                                        (CU/CPU)

    (b) State True / False :
        (i)   The full form of RCR is relative cell referencing.
        (ii) # VALUE ! error appears when column is not wide to accommodate
              data.
        (iii) Header and Footer text can not appear in work sheet, the way it
              appears in MS Word.
        (iv) Tabs are basically used for aligning the paragraph.
        (v)   Computers play great part in our everyday life.   (5)

2. (a) Discuss various applications of computers in business.   (8)

    (b) What are the advantages of computers ?   (7)

OR

(a) Write a short note on Fifth generation of computer. What makes it different from Fourth generation computer ? (8)

(b) What are the advantages of MS Power point presentation ? (7)

3. (a) Differentiate between workbook and worksheet. (8)

(b) What is the use of Templates ? How to create templates ? (7)

OR

(a) What do you mean by net etiquette ? What are the rules to be followed by a user while mailing ? (8)

(b) What is a computer and what does it do ? (7)

4. (a) How can you insert, delete and rename a sheet from your workbook ? (8)

(b) What is meant by Voice Mail ? Explain. (7)

OR

(a) Write down steps to insert a table in word document. (8)

(b) Given the following worksheet in MS Excel : (7)

S.No.	A	B	C	D	E	F
1.	Name of the Employee	Basic Pay	DA	HRA	TA	Gross Salary
2.	Ashima	8000				
3.	Hridya	16000				
4.	Aakash	5800				
5.	Nancy	7200				
6.	Total					

Write the appropriate functions and formulas :
    (i) Calculate the amount of DA @ 50% of basic in cell C2.
    (ii) Calculate the amount of HRA @ 30% of basic in cell D2.
    (iii) Calculate the amount of TA @ 10% of basic in cell E2.
    (iv) Calculate the gross pay of an employee by adding the basic pay +DA +HRA + TA in Cell F2.
    (v) Also calculate the total amount to Basic Pay, DA, HRA and TA being paid to all the four employees in cell B6, C6, D6, E6 and F6 respectively.

5. Write short notes on the following :

(a) Video Conferencing

(b) Search Engine

(c) E-mail (5×3)