

**Model Paper “Computer Application To Business-II”
For DBA-II
Annual Examinations 2013 & Onward**

Part-B

Subjective

Time: 02:30 Hours

Marks: 80

SECTION-I

Q. No 2

Write the short answers to any TWENTY FIVE (25) from the following questions. (25x2)=50

- 1- Define Worksheet.
- 2- How to open and close MS-EXCEL
- 3- What is a workbook?
- 4- Write short cuts for cut, copy and paste in MS-EXCEL.
- 5- Explain redo and undo in MS-EXCEL.
- 6- How to use autofill in MS-EXCEL?
- 7- What is cell reference?
- 8- How to merge cells in excel?
- 9- Describe = Now () function.
- 10- Describe = Concatenate () function.
- 11- Explain the use of =sum function.
- 12- Exemplify the =IF function.
- 13- What is the sorting of data in MS-EXCEL.
- 14- Describe alignment of text in MS-EXCEL.
- 15- What is series in MS EXCEL.
- 16- What is Auto Filter?
- 17- Write the procedure to set the print area in MS-EXCEL.
- 18- Entity, giving example.
- 19- Write down types of data.
- 20- Define relationship.
- 21- Explain wild card
- 22- Define table in MS-ACCESS?
- 23- Define key field.
- 24- What is SQL?
- 25- Write about parts of Database System.
- 26- Define Query.
- 27- Write uses of report in database
- 28- What are different types of reports in MS Access?
- 29- What operators are used in query?
- 30- Define form.
- 31- Define electronic database.
- 32- Define relational database management system.
- 33- Define report.
- 34- Write the names of controls of form object.
- 35- Define DBA and its responsibilities.
- 36- Define Indexes why they are used.
- 37- What are macros?

SECTION-II

Note: Attempt any THREE (3) questions.

(3x10) = 30

- Q. No 3:** (a) Write a note on how to create a worksheet in MS-EXCEL.
(b) Write a note on charts in MS Excel also write the procedure to create and save a Pie Chart.
- Q. No 4:** (a) Write a detailed note on printing in MS-EXCEL.
(b) Explain what is formatting in MS-EXCEL.
- Q. No 5:** (a) Write a note on formula in MS-EXCEL.
(b) What is a function? Explain with examples.
- Q. No 6:** (a) Electronic Databases are more useful than Physical Databases. Explain.
(b) What are different data types used in MS-ACCESS? Give examples.
- Q. No 7:** (a) Differentiate between Forms and Reports.
(b) Describe different types of queries.
