

**PARUL UNIVERSITY**  
**FACULTY OF MANAGEMENT**  
**BBA Winter 2022-23 Examination**

**Semester: 1****Subject Code: 06101107****Subject Name: COMPUTER APPLICATIONS - I****Date: 25/01/2023****Time: 10.30am to 1.00pm****Total Marks: 60****Instructions**

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

**Q.1 Do as Directed.****05****Multiple choice type questions/Fill in the blanks. (Each of 1 mark)**

1. The Page Setup option is found in the following menu:
  - a) View menu
  - b) Edit menu
  - c) File menu.
  - d) Format menu
2. The Slide Layout task pane can be displayed by clicking
  - a) Format, Insert New Slide
  - b) the right-most scroll bar area
  - c) Insert, Slide Layout.
  - d) Format, Slide Layout
3. A black border around a cell indicates that the cell is the
  - a) cell reference
  - b) name box.
  - c) active cell
  - d) cell address
4. To start Microsoft power point application
  - a) Click on Start >> Programs >> All Programs >> Microsoft PowerPoint
  - b) Hit Ctrl + R then type ppoint.exe and Enter
  - c) Click Start >> Run then type powerpnt then press Enter
  - d) All of above
5. Mail merge is the process of combining document design with a list to create multiple copies of document for each entry in the list. The list is called
  - a) Main Document
  - b) Data Source
  - c) Form Label
  - d) Database

**B). Define the following. (Each of 1 mark)****05**

1. Operating system
2. Processor
3. Input devices
4. Main memory
5. RAM

**C). True and False (Each of 1 mark)****05**

1. MS Word is a hardware.
2. An operating system is responsible for keeping track of where the data and program files are stored on secondary storage devices.
3. Print preview option is in edit menu
4. Mouse setting can be changed from control panel
5. A workbook is a collection of worksheets.

**Q.2 Answer the following questions.****07****A).** What is mail merge? Why it is used?**08****B).** Which component of a computer is generally called 'brain' of computer and Why? Describe the functions of the distinct parts of this component

**Q.3 Answer the following questions.**

A). Explain Utility of MS Access (07)

B). Explain footnotes and endnotes in MS word. (08)

**Q.4 Attempt any two questions. (Each of 7.5 marks) (15)**

1. What is MS Access? Explain Features of MS Access.

2. What is Internet? Explain the advantages of internet for students and business organizations?

3. What is Macro in MS-Word? How can we insert Macros in a document?

4. Describe the various important features of MS PowerPoint?