Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐☐   Total No. of Pages : 02

Total No. of Questions : 17

MBA / MBA (IB) (2018 Batch)   (Sem.–2)
COMPUTER APPLICATIONS FOR BUSINESS
Subject Code : MBAGE-201-18
M.Code : 76160

Time : 3 Hrs.   Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. **SECTION-A contains EIGHT questions carrying TWO marks each and students have to attempt ALL questions.**
2. **SECTION-B consists of FOUR Subsections : Units-I, II, III & IV. Each Subsection contains TWO questions each carrying EIGHT marks each and students have to attempt any ONE question from each Subsection.**
3. **SECTION-C is COMPULSORY and consist of ONE Case Study carrying TWELVE marks.**

SECTION-A

1. What are the various functions of Central Processing Unit?

2. Classify different categories of computers on the basis of generation.

3. What is an operating system?

4. What are the different steps followed to rename a file in Windows?

5. What are the different types of alignments available in MS-Word?

6. What are the steps to insert a picture in an MS-Power Point slide?

7. What is MS-Excel?

8. What do you mean by queries in MS-Access?

SECTION-B

UNIT-I

9. What is a computer? Discuss different features of a modern computer.

10. Discuss about the different types of memory present in a computer.

UNIT-II

11. Explain in detail how an operating system works as a processor manager?

12. What is MS-Office? Discuss various components of MS-Office in detail.

UNIT-III

13. What are the main features of MS Word? Discuss in detail.

14. What are the different views available in MS-Power Point? Explain.

UNIT-IV

15. Explain financial and statistical functions in Excel.

16. How you can create a simple query in MS-Access? List down the steps.

SECTION-C

17. **Case Study :**

AREA	FLOOR	ROOM	CODE	PRICE
1000	7	2	B	56,17,528
1030	7	1	A	52,01,398
1060	1	1	A	47,78,957
1090	6	1	A	54,24,565
1120	0	2	B	56,57,236
1150	1	1	B	49,44,801
1180	6	2	B	64,74,953

Here is an excel table representing the housing data. Write down steps involved to perform following operations :

a) List down the steps to only show the rows with PRICE < 50,00,000. (2)

b) Write down the steps to sort the PRICE column and calculate the mean of PRICE column. (4)

c) Write down the steps to be followed for plotting a line graph between PRICE (X-axis) and FLOOR (Y-axis) (3)

d) List down the steps to create a new column "ROUNDED OFF PRICE" and implement the round off function to PRICE column (such that 56,17,528 becomes 56,00,000) and display the rounded off values in new column. (3)

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.