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

Total No. of Questions : 17

MBA (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 has 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 student has to attempt any ONE question from each Subsection.**

3. **SECTION-C is COMPULSORY and consist of ONE Case Study carrying TWELVE marks.**

SECTION-A

l.   What are the features of modern computer?

2.   Discuss working of keyboard.

3.   Define page break and process to add it.

4.   Define Operating System.

5.   Write formula to add values in range of cells in excel sheet.

6.   What is the role of queries in database?

7.   Write command to display all the files of a folder in windows command prompt.

8.   What are the steps to add page numbers in a word file?

SECTION-B

UNIT-I

9.   Classify the computer generations. Discuss their features.

10. What are the various input/ output devices? Explain.

UNIT-II

11. Explain working of windows and multitasking environment. Write the list and features of different windows operating systems marketed by Microsoft Inc. Define process manager.

12. What are the different components of Microsoft Office? Explain major features of all of them.

UNIT-III

13. Explain need of mail merge. Discuss process to apply mail merge in MS word documents. What are the various options to add headers and footers in MS Word?

14. How can you create your own design template in MS Power point? Discuss Auto content wizard.

UNIT-IV

15. Discuss the need and process to use Macros in MS Excel. Elaborate.

16. Define Database. What are the various data types available in MS Access? Write example queries to create table in MS Access.

SECTION-C

17.

TP	FN	TN	FP	TPR	FPR	Accuracy
38	2	30	10	0.95	0.25	0.85
34	6	34	6	0.85	0.15	0.85
38	2	29	11	0.95	0.275	0.8375
36	4	30	10	0.9	0.25	0.825
34	6	32	8	0.85	0.2	0.825
36	4	29	11	0.9	0.275	0.8125
38	2	26	14	0.95	0.35	0.8
33	7	29	11	0.825	0.275	0.775
37	3	23	17	0.925	0.425	0.75
34	6	25	15	0.85	0.375	0.7375

Here is an excel table summarizing outputs of an algorithm. Write down steps involved to perform following operations :

(a) Show only the rows with FPR>0.25.   02
(b) Replace the value of Accuracy in all rows with mean of TPR and FPR.   02
(c) Draw a bar graph by considering TPR and FPR.   02
(d) Sort the rows of table and then transpose it.   02
(e) Make a macro to display square of every new value entered in the table.   04

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.