

FIRST SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2022
(Regular/Improvement/Supplementary)
BBA HONOURS
GBAH1B02T: INTRODUCTION TO END USER COMPUTING

Time: 3 Hours

Maximum Marks: 80

PART A: Answer all the questions. Each carries 1 mark.

Choose the Correct Answer

1. Which of the following language does computer understand?
 - a) Computer understands only C Language
 - b) Computer understands only Assembly Language
 - c) Computer understands only Binary Language
 - d) Computer understands only BASIC
2. Which of the following is not a way to complete a cell entry?
 - a) Pressing enter
 - b) Pressing any arrow key on the keyboard
 - c) Clicking the Enter button on the Formula bar
 - d) Pressing spacebar
3. How can you remove tab stop markers from ruler?
 - a) Double click the tab marker and choose Clear All
 - b) Drag the tab stop marker out of the ruler
 - c) Right click the tab stop marker and choose remove
 - d) All of above
4. Which of the following is not a type of relationship that can be applied in Access database
 - a) One to One
 - b) One to Many
 - c) Many to Many
 - d) All of above can be applied
5. Which of the following term is least related to database?
 - a) Attributes
 - b) Tuples
 - c) Relationship
 - d) Columns

Fill in the Blanks

6. CAD stands for _____
7. A worksheet can have a maximum of _____ Number of rows
8. Pressing F8 key for three times selects _____
9. Changing the appearance of a document is called _____
10. A _____ enables you to view data from a table based on a specific criterion

(10 × 1 = 10 Marks)
(PTO)

PART B. Answer any *eight* questions. Each carries 2 marks.

11. What is meant by Booting?
12. Differentiate between file and folder in windows.
13. Define online education.
14. E-content is technologically friendly. How?
15. Write an example for unordered list.
16. What is random scan?
17. What is the use of Find and Replace Dialogue box?
18. How can you set a background in Excel?
19. What is Go To command in MS word?
20. What is Report in Excel?

(8 × 2 = 16 Marks)

PART C: Answer any *six* questions. Each carries 4 marks.

21. What is Whiteboards and Screen casting?
22. Explain Animation file formats.
23. Write notes on designing a multiple table query?
24. Explain the Conditional formatting feature in Excel.
25. How do you protect a workbook with password?
26. Explain the setting tab in data validation.
27. What is the function of ALU?
28. Write down the steps to add a page number in a word document?

(6 × 4 = 24 Marks)

PART D: Answer any *two* questions. Each carries 15 marks.

29. Write an HTML code that will display a table of students name, roll no and marks.
30. What is mail merge? Explain the steps of mail merge.
31. How can you switch the view between datasheet view and design view?

(2 × 15 = 30 Marks)