



BRAINWARE UNIVERSITY

Term End Examination 2024-2025

Programme – MBA-2024

Course Name – Computer Application for Business

Course Code - MBA17108 (T)

(Semester I)

Library
Brainware University
398, Ramkrishnapur Road, Barasat
Kolkata, West Bengal-700125

Full Marks : 40

Time : 2:0 Hours

[The figure in the margin indicates full marks. Candidates are required to give their answers in their own words as far as practicable.]

Group-A

(Multiple Choice Type Question)

1 x 10=10

1. Choose the correct alternative from the following :

- (i) Choose the feature that allows you to find specific text in a Word document.
 - a) Find
 - b) Spell Check
 - c) AutoCorrect
 - d) Styles
- (ii) Select the tab in Word where you can create bullet points.
 - a) Home
 - b) Insert
 - c) Layout
 - d) Review
- (iii) Cite the formula used to return the smallest value in a range of cells.
 - a) IF()
 - b) AVERAGE()
 - c) SMALL()
 - d) MIN()
- (iv) Choose an example of a Transaction Processing System (TPS).
 - a) Payroll system
 - b) Executive Information System
 - c) Decision Support System
 - d) Customer Relationship Management
- (v) Identify a key output of a Transaction Processing System (TPS).
 - a) Summary reports
 - b) Transaction records
 - c) Strategic plans
 - d) Market analysis
- (vi) What does the IFERROR function do in Excel?
 - a) Returns TRUE if there is no error
 - b) Replaces error values with a specified value
 - c) Identifies the type of error
 - d) Returns the cell type
- (vii) What does the AND function do in Excel?
 - a) Returns TRUE if all conditions are TRUE
 - b) Checks for empty cells
 - c) Identifies errors in a range
 - d) Combines text values
- (viii) What does the CHOOSE function do in Excel? Select the correct option.
 - a) Selects a value from a list based on an index number
 - b) Calculates the average of a range
 - c) Checks for errors in a formula
 - d) Combines multiple text strings

(ix) In the CHOOSE function, what is the purpose of the index number? Select the correct option.

- a) To determine the position of a value to return
 - b) To check for empty cells
 - c) To count the number of values
 - d) To calculate a sum
- (x) How do you reference a value in the CHOOSE function? Select the correct option.
- a) By its name
 - b) By its position in the list
 - c) By using a formula
 - d) By using a logical test

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Group-B
(Short Answer Type Questions)

3 x 5=15

- 2. Describe use of templates in a Word document. (3)
- 3. Describe how to clear formatting in a Word or Excel document using shortcuts. (3)
- 4. Construct the structure of a Transaction Processing System (TPS). (3)
- 5. Explain how the VLOOKUP function operates in Excel. (3)
- 6. Justify the need for integrating software applications in modern enterprises. (3)

OR

Justify the use of cloud-based platforms for software integration. (3)

Group-C
(Long Answer Type Questions)

5 x 3=15

- 7. Justify the importance of Information Systems in the finance functional area. (5)
- 8. Describe the process of applying indentation to a paragraph in a document. (5)
- 9. Distinguish between relative and absolute cell references in Microsoft Excel, and provide examples of when each would be used. (5)

OR

Calculate the total sum of the values in cells A1 to A10 in Microsoft Excel and describe two methods to do it. (5)
