BRAINWARE UNIVERSITY

Term End Examination 2024-2025
Programme – LL.B.-2024
Course Name – Computer Application in Law
Course Code - LLBS271 (T)
(Semester II)

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)   A computer has a 1024K memory. What does the letter K stand for_____

   a) Kilometer   b) Kilo Bytes
   c) MB   d) 1000

(ii) 2's complement of 10100 is_____

   a) 10010   b) 1111
   c) 1100   d) none of these

(iii) VLC media player is an example of _____ software.

   a) Application   b) Compiler
   c) Browser   d) System

(iv) What is the main advantage of magnetic core memory over semiconductor RAM memory?

   a) more compact and smaller   b) more economical
   c) A bit does not have to write after reading   d) nonvolatile

(v)   Which is the correct step for taking 'Mail Merge'?

   a) Format-> Letters-> Mail Merge   b) MailingÃ Start Mail Merge
   c) Layout-> Letters and mailing-> mail Merge   d) ViewÃ Mail Merge

(vi) To move to the end of the document, press the key(s)?

   a) Down arrow   b) Up arrow
   c) Ctrl + Down arrow   d) Ctrl + End

(vii) What is the smallest and largest font size available in Font Size tool on formatting toolbar?

   a) 8 and 72   b) 8 and 64

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c) 12 and 72   d) 12 and 64

(viii) In Excel columns are labeled as _____

    a) A,B,C Etc   b) 1,2,3 Etc
    c) A1,A2,A3 Etc   d) A1,A2 Etc

(ix) Give an example of Cell Address_____

    a) 41A   b) 41,A
    c) A12   d) A,12

(x) Which group is used for logical operations in excel

    a) SQRT, GCD   b) DEGREE, RAND(),
    c) =,<>,>,<   d) IF, AND, FALSE, TRUE, OR

Group-B
(Short Answer Type Questions)   3 x 5=15

2. What are the key features of Excel?   (3)
3. Explain the difference between absolute, relative, and mixed cell referencing in excel. (3)
4. How do you create and print a worksheet with adjusted margins and headers/footers in Excel? (3)
5. Explain how to insert clip-art and organize charts in a PowerPoint presentation.   (3)
6. Examine the significance of email gateways in controlling inbound and outbound email traffic in (3)
   corporate environments.

OR

Explain the role of web browsers in facilitating secure Internet communications through the   (3)
use of HTTPS and SSL/TLS protocols.

Group-C
(Long Answer Type Questions)   5 x 3=15

7. Show the different types of online legal resources available for study.   (5)
8. Identify the function of the Slide Master in PowerPoint.   (5)
9. Explain opinion to use Excel to track project progress.   (5)

OR

Propose the steps to enhance an Excel dashboard to better visualize data trends.   (5)

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