# BRAINWARE UNIVERSITY

### Term End Examination 2023-2024

Programme – B.A.(Eng)-Hons-2022/BBA-2022/BBA(DM)-2022/BBA(HM)-2022/B.Sc.
(AM)-Hons-2022/B.Sc.(BT)-Hons-2022/B.Sc.(MSJ)-Hons-2022/B.Sc.
(MRIT)-2022/B.Optometry-2023/B.Sc.(MLT)-2023/B.Sc.(MRIT)-2023/B.Sc.
(OTT)-2023/B.Sc.(CCT)-2023

### Course Name – Computer Applications
### Course Code - GECS101
### ( Semester I )

**Full Marks : 60**                                          **Time : 2:30 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 15=15

1.   *Choose the correct alternative from the following :*

(i)   Identify the term LAN stands for-

   a) Local Area Net(N)                    b) Local Aera Network(Y)
   c) Local Array Network(N)              d) Local Array Net(N)

(ii)   A computer virus is a

   a) Hardware(N)                          b) Software(Y)
   c) Bacteria(N)                          d) Freeware(N)

(iii)   Identify the term which means the set of rules

   a) SMTP(N)                              b) FTP(N)
   c) IMAP(N)                              d) Protocol(Y)

(iv)   Identify the term www stands for

   a) World with web(N)                    b) World without web(N)
   c) World wide web(Y)                    d) World within web(N)

(v)   Identify the device used to boost up a weak signal

   a) Modem(N)                             b) Repeater(Y)
   c) Switch(N)                            d) Router(N)

(vi)   Identify what MAC stands for

   a) Media Access Control(Y)              b) Mass Access Control(N)
   c) Media Access Carriage(N)             d) Not Mentioned here(N)

(vii)   Identify from these that is the page setup orientation by default of the slides in PowerPoint?

   a) Landscape(Y)                         b) Portrait(N)
   c) Vertical(N)                          d) Not Mentioned here(N)

(viii)   Decide from the following that is not a default document type for a mail merge?

a) Letters(Y)  b) Envelopes(N)
c) Memos(N)  d) Directory(N)

(ix) Special effects used to introduce slides in a presentation are called

a) Effects(N)  b) Custom animations(N)
c) Transitions(Y)  d) Present animations(N)

(x) Microsoft word is _____ software

a) Application (Y)  b) Compiler (N)
c) System (N)  d) Programming (N)

(xi) The auto calculate feature

a) Can only add values in a range of cells(N)  b) Provides a quick way to view the result of an arithmetic operation on a range of cells(Y)

c) Automatically creates formulas and adds them to a worksheet(N)  d) Can only add values in a range of cells and Automatically creates formulas and adds them to a worksheet(N)

(xii) choose function Excel tells how many numeric entries are there ?

a) CHKNUM(N)  b) COUNT(Y)
c) NUM(N)  d) SUM(N)

(xiii) Write the function Excel checks whether a condition is true or not ?

a) COUNT(N)  b) AVERAGE(N)
c) SUM(N)  d) IF(Y)

(xiv) Choose graphical representation for showing expenditure in different departments

a) Column Chart(N)  b) Line Chart(N)
c) Pie Chart(Y)  d) Dot Chart(N)

(xv) The basic unit of a worksheet into which you enter data in Excel is called a

a) Cell(Y)  b) Table(N)
c) Box(N)  d) Column(N)

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

2. Explain the primary steps involved in performing a mail merge in Microsoft Word. (3)
3. Explain how you can use a web browser to visit different websites and mention any 3 web address (URL) is? (3)
4. Explain De-Morgan's Law. using truth table. (3)
5. Compare between RAM and ROM in computer. (3)
6. How can you secure a PowerPoint presentation to prevent unauthorized access or editing? Explain security features available in PowerPoint. (3)

### OR

Explain the purpose of transitions in PowerPoint, and provide examples of when and how transitions should be used effectively. (3)

## Group-C
### (Long Answer Type Questions)  5 x 6=30

7. What is Mail Merge? (5)
8. Illustrate the steps to insert a picture in MSWord. (5)
9. Illustrate countif() function with example.. (5)
10. What is Search engine? (5)
11. What are the Web browser and URL? (5)
12. How can you create a bulleted or numbered list in a Word document, and what are the advantages of employing lists in documents? (5)

**OR**

Clarify the role of sections and page breaks in a Word document and provide an example of (5) when you might employ them.

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