

GUJARAT TECHNOLOGICAL UNIVERSITY
MBA (AM) - SEMESTER- I EXAMINATION – WINTER 2018

Subject Code: 4110505

Date: 29/12/2018

Subject Name: Computer Applications

Time: 10:30 AM TO 01:30 PM

Total Marks: 70

Instructions:

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

- Q.1 (a)** Differentiate Hardware and Software. What is the role of an Operating System? **07**
List the names of at least five application softwares which exist today.
- (b)** Write a short note on the followings. **07**
1. Computer Virus
2. ASCII code
- Q.2 (a)** Discuss various Input & Output devices in detail. **07**
- (b)** Explain ANY SEVEN command buttons available in the Standard toolbar of Word. **07**
- OR**
- (b)** How to create table in Word? How to give borders and shading to the tables? **07**
How to delete table in Word?
- Q.3 (a)** Write a short note on Mail Merge in Word. **07**
- (b)** How to add symbols and pictures in Word file? **07**
- OR**
- Q.3 (a)** How to insert Headers and Footers in Word file? **07**
- (b)** Define Followings. **07**
1. Workbook
2. Worksheet
3. Cell
4. Formula
- Q.4 (a)** How to group and ungroup worksheet in Excel? **07**
- (b)** How is a formula written in Excel? What is Absolute and relative reference in Excel. **07**
- OR**
- Q.4 (a)** Define Chart. Discuss various types of charts in Excel. **07**
- (b)** What is the use of Functions Wizard in Excel? Explain ANY FIVE functions available in Excel. **07**
- Q.5 (a)** Write a short note on MS Outlook. **07**
- (b)** Define Topology. Discuss any two types of topology with its advantages and disadvantages. **07**
- OR**
- Q.5 (a)** Explain the Outline View, Slide View and Notes View in PowerPoint. **07**
- (b)** Define Internet. Discuss various applications of Internet. **07**
