

2112M03

SECTION -B (ESSAY TYPE QUESTIONS)  
(5x5=25 Marks)

1. How does computer helps in everyday life? Explain in detail.
2. Define an Operating System and illustrate the responsibilities of an operating system as a resource manager.
3. What are charts? What are its uses? Explain types of charts.
4. What is MS Excel? Chart it main features and outline the relevance of these main features.
5. Discuss the purpose of following in MS-Excel : (2.5 X 2=5)
  - a) Text Functions
  - b) Lookup Functions
6. Write short note on the following: (2.5 X 2=5)
  - a) Sorting and Filtering
  - b) Customer feedback analysis
7. What is computer memory? What are its various types? Explain.
8. Explain the types of Operating system. Give comparison between DOS and Windows.

==END OF PAPER==

**BACHELOR OF BUSINESS ADMINISTRATION**  
**Retail Management**  
**Subject: Basics of Computer and Spreadsheet Modeling**  
**Subject Code: CSE-503**  
**Semester: First**  
**December 2021**  
**Theory (External): 35 Marks**  
**Time: 03 Hours**

**Instructions to the Students**

1. This Question paper consists of two Sections. All sections are compulsory.
2. Section A comprises 10 questions of objective type in nature. All questions are compulsory. Each question carries 1 mark.
3. Section B comprises 8 essay type questions out of which students need to do any 5. Each question carries 5 marks.
4. Read the questions carefully and write the answers in the answer sheets provided.
5. Do not write anything on the question paper.
6. Wherever necessary, the diagram drawn should be neat and properly labelled

**Roll Number**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

12

**SECTION -A (SHORT/OBJECTIVE TYPE QUESTIONS)**  
**(10x1=10 Marks)**

- A. The physical parts of a computer which can be seen or touched are:  
a) Software  
b) Hardware  
c) Firmware  
d) Liveware
- B. The arithmetic and logic unit is a part of the-  
a) VDU  
b) CU  
c) MU  
d) CPU
- C. On a computer, files are stored in ....., which are also known as.....  
a) Folders, Directory  
b) Directory, Files  
c) Files, Folders  
d) Files, Drives
- D. Which of following is an example of operating system?  
a) Desktop  
b) Windows  
c) Taskbar  
d) Icons
- E. What is the extension of saved file in MS Excel?  
a) .xls  
b) .xks  
c) .xos  
d) .xbs
- F. A selection of multiple cells is called a  
a) Group  
b) Range  
c) Reference  
d) Package
- G. Which of the following is not a valid function in MS Excel?  
a) SUM()  
b) COUNT()  
c) SUBTRACT()  
d) COUNTA()
- H. A collection of cells organized in rows and columns where you keep and manipulate the data is -  
a) Workbook  
b) Worksheet  
c) Spreadsheet  
d) ARRAY
- I. A features that displays only the data in column (s) according to specified criteria  
a) Formula  
b) Sorting  
c) Filtering  
d) Pivot
- J. What type of chart is useful for comparing values over categories ?  
a) Pie Chart  
b) Column Chart  
c) Line Chart  
d) Dot Graph