

2202M033

**MASTER OF VOCATION**  
**Management (Banking and Finance)**  
**Subject: Computer Application in Business**  
**Subject Code: CSE801**  
**Semester: First**  
**February 2022**  
**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**

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

Explain in brief the following:

- A. Define the term Hardware.
- B. Meta data
- C. Anti-virus software
- D. Batch Processing
- E. Data Dictionary
- F. Web Browser
- G. Cell Referencing
- H. Auto Sum
- I. Table
- J. Macro

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

1. How are the computers helpful to human beings? State the examples of real world where computers are prominently being used these days.
2. Distinguish between DOS and Windows.

3. What do you understand by Mail merge? Describe the complete process of mail merge with example.
4. What do you mean by MS-Excel? Chart the major capabilities of MS-Excel stating significance of each.
5. Explain in brief the following :
  - a. Lookup function
  - b. Sorting
6. How to make Google forms?
7. Explain the meaning of data, information, record and file, taking suitable examples.
8. Explain the various categories of Excel function.

**END OF PAPER**

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