II Semester B.B.M. Examination, June/July 2010
BUSINESS DATA PROCESSING

Time : 3 Hours

Max. Marks: 80

SECTION – A

1. Answer **any five** sub-questions. **Each** question carries **two** marks :   **(2×5=10)**

   a) What is data processing ?

   b) What is a file ?

   c) What is operating system ?

   d) What is a notepad ?

   e) What is online processing ?

   f) What is LAN ?

   g) What is tooltips ?

SECTION – B

Answer **any four** questions. **Each** question carries **five** marks :   **(4×5=20)**

2. Explain edit menu in word.

3. Explain different graphs in excel.

4. What is sorting ? Explain the menu associated with it.

5. What is hyperlink ? How do you create hyperlink in word ?

6. What is print setup ? Explain the procedure for A5 page printing.

SECTION – C

Answer **any five** questions. **Each** question carries **ten** marks :   **(5×10=50)**

7. What is clipart ? Write the steps involved in inserting a picture in a document.

8. What is drawing a toolbar ? How do you create arrows and textbox ?

9. What is mail merge ? Explain the steps in creating a merged document.

10. What is conditional formatting ? Explain the steps to create index.

11. What is pivot table ? Explain the steps to create a pivot table.

12. What is a function in excel ? Explain any 5 trigonometric functions.

13. Explain auto-corrections and spell checker in word.

14. Explain the following :

    a) Goal seek and solver

    b) Importing of data in excel.

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