

Roll No.

Total No. of Pages : 03

Total No. of Questions : 10

MBA / MBA (IB) (Sem.-2)
COMPUTER APPLICATIONS FOR BUSINESS

Subject Code : MBAGE-201-18

M.Code : 76160

Date of Examination : 29-11-2025

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. SECTION-A contains EIGHT questions carrying TWO marks each and students has to attempt ALL questions.
2. SECTION-B consists of FOUR Subsections : Units-I, II, III & IV. Each Subsection contains TWO questions each carrying EIGHT marks each and student has to attempt any ONE question from each Subsection.
3. SECTION-C is COMPULSORY and consist of ONE Case Study carrying TWELVE marks.

SECTION-A

1. Write briefly :

- a) What are the features of modern computer?
- b) Differentiate between RAM and ROM.
- c) Discuss the working of Joystick.
- d) How can you insert a header and footer in MS-Word?
- e) What are the various business application softwares used in real scanario?
- f) Write command to display all the files of a folder in Windows command prompt.
- g) Write the steps to insert a picture in MS- PowerPoint slide?
- h) Explain, how sorting is applied in MS-Access?

SECTION-B

UNIT-I

2. Explain the five basic functional units of a computer system (Input, Storage, Processing, Output, Control). Illustrate how data flows through these units in a sequence, starting from user input?
3. Classify the computer generations. Discuss their features.

UNIT-II

4. Explain working of windows and multitasking environment. Write the list and features of different windows operating systems marketed by Microsoft Inc. Define process manager.
5. What is Windows? Discuss some basic commands of Windows related to file manipulation.

UNIT-III

6. What are the main features of Ms-Word? Explain in detail.
7. How can you create your own design template in MS Power point? Discuss Auto content wizard.

UNIT-IV

8. Assume you are preparing the financial report for a company using MS Excel. Describe the steps you would take to:
 - a) Apply an appropriate Cell Style to the total row.
 - b) Use a logical function (e.g., IF) to categorize the profit margin as "High" or "Low."
 - c) Use an absolute cell reference in a formula and explain why it is necessary in that context?
9.
 - a) Define a Report in the context of MS Access and list two of its primary uses.
 - b) What is the main purpose of 'conditional formatting' in MS Excel?
 - c) What are the different toolbars available in MS-Excel?

SECTION-C

10. Case Study: Database management and reporting using access.

Imagine you are tasked with creating a database for a small library with two primary data sets: Books (Title, Author, ISBN) and Borrowers (Name, ED, Contact).

- a) Describe how you would set up the two tables and establish a relationship between them using primary and foreign keys?
- b) Explain the process of creating a Report in Access that is capable of grouping all books currently borrowed by each specific borrower. Why is using an Access Report (rather than simply printing the table) beneficial for this task?

www.allsubjects4you.com

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.