2013

Time : 3 hours

Full Marks : 80

Candidates are required to give their answers in their own words as far as practicable.

The figures in the margin indicate full marks.

Answer from both the Groups as directed.

Group – A
(Objective-type Questions)

Answer all questions.

1. State True or False of the following : 2×10 = 20

   (a) Slides are found in MS-Excel.
   (b) An excel file is known as Book.
   (c) File extension of excel file is .PPT.
   (d) We can create an e-mail account through MS-Outlook Express.

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(Turn over)
(e) Primary key in a table uniquely identifies the records in that table.

(f) A database in MS-Access can contain multiple tables.

(g) ICP / IP is an Internet Protocol Suite.

(h) Browsers help in accessing Internet.

(i) FTP stands for File Transfer Protocol.

(j) The command used to delete a table in Oracle is Drop table <table name>.

**Group – B**

*(Long-answer Type Questions)*

Answer any **four** of the following. \(15 \times 4 = 60\)

2. Explain the three types of cell referencing in excel with an example.

3. Write about the following functions in MS-Excel.
   
   (a) SUM ()
   
   (b) MAX ()
   
   (c) MIN ()
   
   (d) COUNT ()

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4. How information is filtered in a table of MS-Access? Explain filter by Form Command.

5. What is a Network? Explain different types of Network? Also mention some advantages of Networking.

6. Write short notes on the following:
   (a) Browser
   (b) Search Engines

7. What do you understand by DCL, DML and DDL? Explain each category with the help of two commands from each of them.

8. What do you understand by NULL value concept in an Oracle table? Explain the principles of NULL value.

9. What do you understand by:
   (a) Primary Key
   (b) Foreign Key
   Explain with examples.

UK – 31/2 (3) (Turn over)
10. What is an Operating System? Explain the basic concept of Multitasking and Multi-Programming.