

**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**MBA (AM) - SEMESTER- I EXAMINATION – WINTER 2018**

**Subject Code: 4110505****Date: 29/12/2018****Subject Name: Computer Applications****Time: 10:30 AM TO 01:30 PM****Total Marks: 70****Instructions:**

1. Attempt all questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

- Q.1** (a) Differentiate Hardware and Software. What is the role of an Operating System? **07**  
 List the names of at least five application softwares which exist today.
- (b) Write a short note on the followings. **07**
1. Computer Virus
  2. ASCII code
- Q.2** (a) Discuss various Input & Output devices in detail. **07**
- (b) Explain ANY SEVEN command buttons available in the Standard toolbar of Word. **07**
- OR**
- (b) How to create table in Word? How to give borders and shading to the tables? **07**  
 How to delete table in Word?
- Q.3** (a) Write a short note on Mail Merge in Word. **07**
- (b) How to add symbols and pictures in Word file? **07**
- OR**
- Q.3** (a) How to insert Headers and Footers in Word file? **07**
- (b) Define Followings. **07**
1. Workbook
  2. Worksheet
  3. Cell
  4. Formula
- Q.4** (a) How to group and ungroup worksheet in Excel? **07**
- (b) How is a formula written in Excel? What is Absolute and relative reference in Excel. **07**
- OR**
- Q.4** (a) Define Chart. Discuss various types of charts in Excel. **07**
- (b) What is the use of Functions Wizard in Excel? Explain ANY FIVE functions available in Excel. **07**
- Q.5** (a) Write a short note on MS Outlook. **07**
- (b) Define Topology. Discuss any two types of topology with its advantages and disadvantages. **07**
- OR**
- Q.5** (a) Explain the Outline View, Slide View and Notes View in PowerPoint. **07**
- (b) Define Internet. Discuss various applications of Internet. **07**

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