

- Please check that this question paper contains 4 printed pages.
- Code number given on the right hand side of the question paper should be written on the title page of the answer-book by the candidate.
- Please check that this question paper contains 5 questions.
- Please write down the serial number of the question before attempting it.

## BUSINESS DATA PROCESSING (Theory)

*Time allowed : 3 hours*

*Maximum Marks : 50*

*Note : All questions are compulsory.*

1. Fill in the blanks :

7

- (i) DML stands for \_\_\_\_\_ .
- (ii) OLE stands for \_\_\_\_\_ .
- (iii) JPG stands for \_\_\_\_\_ .
- (iv) RTF stands for \_\_\_\_\_ .
- (v) MS-Excel is the tool for \_\_\_\_\_ management.
- (vi) MS-Access is the tool for \_\_\_\_\_ management.
- (vii) Address of second cell in the worksheet of MS-Excel is \_\_\_\_\_ .
- (viii) Extension used in VB is \_\_\_\_\_ .
- (ix) Extension used in Paintbrush file is \_\_\_\_\_ .
- (x) Extension of worksheet in MS-Excel is \_\_\_\_\_ .
- (xi) Extension of database in MS-Access is \_\_\_\_\_ .
- (xii) Events are used in \_\_\_\_\_ .
- (xiii) Create or Use is used in \_\_\_\_\_ package.
- (xiv) \_\_\_\_\_ is operator used for building complex condition.

2. Multiple choice questions :

7

- (i) Which of the following is *not* a part of MS-Office ?
  - (a) MS-Word
  - (b) MS-Excel
  - (c) Tally
  - (d) VB

- (ii) Which of the following is *not* supported by MS-Word ?
- (a) .RTF
  - (b) .DOC
  - (c) .TXT
  - (d) .EXE
- (iii) Address of second cell in a worksheet is
- (a) C2
  - (b) 2
  - (c) 2C
  - (d) None of the above
- (iv) Which of the functions is used for building complex condition ?
- (a) Relation operators
  - (b) Arithmetic operators
  - (c) Logical operators
  - (d) None of the above
- (v) Identify the multirow function
- (a) Avg
  - (b) Create
  - (c) Delete
  - (d) None of the above
- (vi) Active Control is associated with
- (a) DOS
  - (b) VB
  - (c) MS-Excel
  - (d) None of the above
- (vii) Following is/are a file format :
- (a) .dbf
  - (b) .word
  - (c) .excel
  - (d) None of the above
- (viii) Following is extension of Paintbrush file :
- (a) .doc
  - (b) .pdf
  - (c) .dbf
  - (d) None of the above

- (ix) JPG is a file format used for
- (a) Moving picture compression
  - (b) Sound compression
  - (c) Text compression
  - (d) None of the above
- (x) Tuple, Attribute are used in
- (a) VB
  - (b) C language
  - (c) Database Management Package
  - (d) None of the above
- (xi) VB uses
- (a) 1 for true and 0 for false
  - (b) — 1 for true and 0 for false
  - (c) 0 for true and — 1 for false
  - (d) None pf the above
- (xii) Which field is used to import another document in MS-Access ?
- (a) Text
  - (b) OLE
  - (c) Numeric
  - (d) None of the above
- (xiii) Which of the following is not a DML ?
- (a) Create table
  - (b) Insert into
  - (c) Delete from
  - (d) Update
- (xiv) Many programs use \_\_\_\_\_ control on a form to enable the user to enter data.
- (a) Text box
  - (b) Combo box
  - (c) Date box
  - (d) All of the above

3. Define the following with example :

- (i) Tuple
- (ii) Query
- (iii) Worksheet
- (iv) Relational operator
- (v) Attribute
- (vi) ComboBox

6

4. Short questions : 10

- (i) What is a logical operator ?
- (ii) Give example of a DML.
- (iii) Compare Global and Local Variable.
- (iv) Define Degree of a Relation.
- (v) Explain For next loop.
- (vi) What is CommandButton in VB ?
- (vii) What is ComboBox in VB ?
- (viii) What is the use of day book ?
- (ix) Explain two types of data in VB.
- (x) What do you understand by Macro ?

5. Long questions : 20

- (i) How can MS-Access import MS-Excel worksheet ?
- (ii) How can we record Macros, run it and assign to Buttons in MS-Excel ?
- (iii) What are properties of Reports and Sub-reports ? How can Sub-report be linked to Main report in MS-Access ?
- (iv) Write a program in VB to generate an even number series upto  $n^{\text{th}}$  term.
- (v) Write a function in VB to accept a number in TextBox and arrange number in increasing order.
- (vi) Give the output of the following commands in MS-Excel :
  - (a) MID ("RANU PRIYA", 3,7) RTRIM ("RAM")
  - (b) LEFT ("TECHNOLOGY", 2)
  - (c) LEFT ("CYBER LAW", 3)
  - (d) LEFT ("ITACT2000", 3)
- (vii) Define the following functions :
  - (a) PV( )
  - (b) FV( )
- (viii) What is Primary Key ? Explain with example.
- (ix) Compare UPDATE and UPDATE CANCEL.
- (x) How can graphics be positioned on a Worksheet ?