

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.

P.T.O.

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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