

GUJARAT TECHNOLOGICAL UNIVERSITY
MBA (AM) - SEMESTER– I EXAMINATION – SUMMER 2016

Subject Code: 4110505**Date: 26/05/2016****Subject Name: Computer Application (CA)****Time: 02:30 pm - 05:30 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) What is computer? Explain the uses of the computer. **07**
(b) Explain the term Hardware and Software. What is the role of an operating system? List the names of at least five operating system which exist today. **07**
- Q.2** (a) What is storage device? Explain the terms RAM & ROM. **07**
(b) Write a short note on Mail Merge in Word. **07**
- OR**
- (b) Explain different ways of inserting Pictures and Graphics in your Word document. **07**
- Q.3** (a) Discuss in detail how to insert different elements of a chart in MS Excel. **07**
(b) Write a short note on following **07**
1. ASCII Code
2. Operating System
- OR**
- Q.3** (a) What is a chart? Discuss the different types of charts in Excel. **07**
(b) Write Short Keys for: **07**
1) Justify 2) Bold 3) Cut 4) Help 5) Paste 6) Copy 7) Undo Typing
- Q.4** (a) Discuss different ways of applying new design to a slide and adding graphics to your PowerPoint presentation. **07**
(b) Write down difference between workbook and worksheets. **07**
- OR**
- Q.4** (a) What is a formula? How is a formula written in Excel? What happens when a cell containing formula is copied to another location? Also write what is Absolute and relative reference in Excel. **07**
(b) Discuss in detail the different elements of an Excel chart. **07**
- Q.5** (a) What is Networking? Explain the types of Networks. **07**
(b) Write down difference between hardware and software. **07**
- OR**
- Q.5** (a) How can you add Animation to PowerPoint slides? Explain how the transition speed can be controlled and how transition sound can be added to slides. **07**
(b) What is E-mail? Write down components of E-Mail. **07**
