ALLAMA IQBAL OPEN UNIVERSITY

Level:	Bachelor	**Semester:**	**Autumn 2009**
Paper:	**Computer Application for Business (184)**	**Maximum Marks:**	100
Time Allowed:	**03 Hours**	**Pass Marks:**	40

Note: ATTEMPT ANY FIVE QUESTIONS. ALL CARRY EQUAL MARKS.

Q.1   Describe several ways computers play a critical role in modern life? Support your answer with examples.

Q.2   (a) How can you enhance a document through fonts, font styles and highlight text to give a distant look? Give an example.
(b) What features are provided by MS Word for drawing and inserting a table in a document? Write down all the steps for creating a table, entering values in a table, and for deleting its rows and columns.

Q.3   Write short notes on following:
1.   Managing data in word processing computer application packages.
2.   Creating catalogues, lists, envelopes and labels.
3.   Adding hyperlinks to documents and web pages.

Q.4   (a) Explain how can spreadsheet positively affect the business of an organization?
(b) Discuss the number, alignment, font and border objects of Format Cells dialog box in MS Excel.

Q.5   (a) How *fill handle* is used to copy a cell formula to a range of adjacent cells? Give an example.
(b) How *pointing* is used to enter a formula? Explain the advantage of pointing over explicitly typing cell references.

Q.6   (a) Describe the various types of reports available through the Report Wizard.
(b) List the sections that may be present in a report and explain the purpose of each.

Q.7   Define:
1.   Database   2.   Relational Database
3.   Fields   4.   Table
5.   Primary Key   6.   Records
7.   Wild card search   8.   One-to-many relationship
9.   Foreign Key   10.   Referential Integrity

Q.8   Discuss the social and ethical impact of information technology on our society.