

Dr. Babasaheb Ambedkar Open University
Term End Examination February – 2026

Course	: BBAR/DBAR	Date	: 14-Feb-26
Subject Code	: BBAR/DBAR-203	Time	: 03:00pm to 05:15pm
Subject Name	: Computer Application	Duration	: 02.15 Hours
		Max. Marks	: 70

Section A

Answer the following (Attempt any three) (30)

1. Discuss various types of storage devices.
2. Discuss various steps in the mail merge wizard.
3. Discuss pivot table with a suitable example.
4. Discuss various categories of animations in the presentation slides.
5. Discuss various types of transmission media.

Section B

Answer the following (Attempt any four) (20)

1. Write a note on types of printers.
2. Describe Word Wrap with all options for formatting Microsoft Word document.
3. Describe any five inbuilt functions used in spreadsheet with their syntax and example.
4. Write a note on various Data Validations in spreadsheet to restrict the invalid entries.
5. Discuss how to use chart in a slide.
6. Discuss various types of computer networks.

Section C

Part – A (Multiple Choice Questions) (10)

- 1 URL stands for _____.
A Unified Research Location B Uniform Resource Locator
C Uniform Resource Link D Unified Research Link
- 2 In the E-mail address: abc@baou.edu.in, _____ is the domain name.
A abc B baou.org
C @ D baou.edu.in
- 3 Internet is a _____ type of network?
A LAN B MAN
C WAN D PAN
- 4 What are the fonts without decoration known as?
A Serif type fonts B Sans Serif type fonts
C Scientific type fonts D None of these

- 5 Which option is used to uninstall or remove a program installed in computer?
 A Control Panel B System Panel
 C File panel D None of these
- 6 Which of the following is required to secure computer when it is connected to network?
 A Firewall B Internet
 C Word application D None of these
- 7 Shimmer, Sparkle text, Blinking Background, etc., are known as _____.
 A Font styles B Font effects
 C Text effects D None of these
- 8 Which of the following type of data can be entered in a cell within MSExcel?
 A Numbers B Text
 C Formula D All of these
- 9 Which key combination can be used as a shortcut to add a new slide to the presentation?
 A Ctrl + C B Ctrl + V
 C Ctrl + M D Ctrl + B
- 10 Which key combination will take us to the last slide of presentation?
 A Page down B Ctrl + E
 C Ctrl + Home D Ctrl + End

Part – B (Do as Directed)

(10)

- 1 _____ is not a Search engine. (Bing, Outlook, Google)
- 2 Software Applications running on Internet are known as _____ applications. (desktop, web, mobile)
- 3 RJ-45 connector can be used with _____ type of cable. (UTP, Fiber, Coaxial)
- 4 Brouter is the device that does the function of abridge as well as a router. (True/False)
- 5 Gateways are required to establish Wi-Fi network. (True/False)
- 6 Crimping Tool is used to attach connectors to Fiber Optic Cables. (True/False)
- 7 A character that is little below and smaller than other characters is known as _____. (Raised, Superscript, Subscript)
- 8 _____ is a storage that stores the information and can be accessed fast. (Control unit, RAM, Monitor)
- 9 Joystick is mostly used for Computer Aided Designs (CAD) and playing computer games. (True/False)
- 10 In a keyboard the keys from F1 to F12 are called the function keys. (True/False)
