

2023

**COMPUTER APPLICATIONS IN PHYSICAL EDUCATION  
AND SPORTS SCIENCES**

**Paper : CC-302**

**Full Marks : 70**

*The figures in the margin indicate full marks.*

*Candidates are required to give their answers in their own words  
as far as practicable.*

1. Enlist characteristics of a computer. Write the importance of computer application in the field of Physical Education and Sports. What is the various input devices used in a computer? 3+6+6

*Or,*

What are Primary and Secondary Storage Units? Write the differences between software and hardware in computers. What is the function of Recycle Bin? 6+6+3

2. Write the advantages of MS Word. Describe the uses of header & footer in MS Word. Describe the procedure of formatting the page numbers in MS Word. 5+5+5

*Or,*

Discuss the procedure of the following formatting and editing features : 3×5

- (a) Sort
- (b) Hyperlink
- (c) Inserting a Table
- (d) Bulleting and Numbering
- (e) Paragraph Alignment.

3. What is a spreadsheet? Discuss the uses of MS Excel. Write any six formulas in MS Excel. 4+5+6

*Or,*

How to create a bar diagram in MS Excel? How to insert a row and column in a table in MS Excel sheet? How to adjust column width and row height in MS Excel sheet? 5+5+5

4. Write short notes on the following (*any two*) : 7½×2
- (a) Steps of preparing a PowerPoint presentation
  - (b) Opening and Saving a PowerPoint presentation
  - (c) Important features of PowerPoint presentation
  - (d) Process of inserting a table and video in a slide.

**Please Turn Over**

5. Answer the following questions by choosing the right option and writing the same on your answer script (*any ten*) : 1×10
- (a) The biometric device is an/a \_\_\_\_\_.
- (i) Output Device (ii) Input Device  
(iii) Power Supply (iv) None of these.
- (b) What is the function of a mouse in a computer?
- (i) To input data (ii) To output data  
(iii) To store data (iv) To navigate.
- (c) MS Word is an example of \_\_\_\_\_.
- (i) an Operating System (ii) a Processing Device  
(iii) Application Software (iv) an Input Device.
- (d) What is the shortcut key for open a Document?
- (i) Alt + O (ii) Ctrl + O  
(iii) Shift + O (iv) Ctrl + Alt + O.
- (e) In Microsoft Excel 2007, where can you find the open, save and print commands?
- (i) Home Ribbon (ii) Office Button  
(iii) Workbook Layout Button (iv) Page Layout Button.
- (f) Which of the following formulas could you use to add a range of cells together?
- (i) SUM( ) (ii) = (SUM)  
(iii) = + SUM( ) (iv) = SUM( ).
- (g) 1 Mega Byte is equal to
- (i) 1024 Bytes (ii) 1024 Kilo Bytes  
(iii) 1024 Giga Bits (iv) 1024 Bits.
- (h) What is the full form of OMR?
- (i) Optical Mark Reader (ii) Optical Message Reader  
(iii) Optical Message Render (iv) Optical Mark Recognition.
- (i) A CD-ROM is a kind of
- (i) Optical disk (ii) Magnetic disk  
(iii) Magneto-Optical disk (iv) None of these.
- (j) Which among the following is an output device?
- (i) Mouse (ii) Scanner  
(iii) Keyboard (iv) Printer.

(k) Which of the following is a type of software?

(i) Mouse

(ii) Keyboard

(iii) Operating System

(iv) Monitor.

(l) What is the full form of PDF?

(i) Portable Document Format

(ii) Portable Data Format

(iii) Personal Document Format

(iv) Personal Data Format.

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