

2018

Time : 3Hrs

Full Marks : 80

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

The questions are of equal value.

Answer any five questions in which Q. No. 1 is compulsory.

1. Choose the correct answer:

(i) Portrait and Landscape are

(a) Page Orientation

(b) Paper Size

(c) Page layout

(d) All of the above

(ii) What is the shortcut key to create a copyright symbol?

(a) Alt + Ctrl + C

(b) Alt + C

(c) Ctrl + C

(d) Ctrl + Shift + C

(iii) Which is incorrect formula in MS Excel?

(a) =SUM(A1:A6)*.5

(b) =SUM(SALES)-A3

(c) =SUM(A1:A5)/(10-10)

(d) =SUM(A1:A5)-10

(iv) Which function is used to calculate remainder in MS Excel?

- (a) INT ()
- (b) FACT ()
- (c) MOD ()
- (d) DIV ()

(v) Which file format can be added to a powerpoint show?

- (a) .jpg
- (b) .giv
- (c) .wav
- (d) All of the above

(vi) Which power point view works best for adding slide transitions?

- (a) Slide show view
- (b) Slide sorter view
- (c) Slide view
- (d) Notes view

(vii) Which of the following is not a database objects?

- (a) Table
- (b) Queries
- (c) Relationships
- (d) Reports

(viii) Which data type allows alphanumeric characters and special symbol?

- (a) Text
- (b) Memo
- (c) Auto Number
- (d) None of the above

2. What do you mean by word - processor? What is the procedure for creating a new document in MS-Word? Why and how do you need to save a document? Explain.

3. Describe the importance of tables in MS-Word. Write the steps for performing the following tasks:

- (a) Create a table of 5 column and 10 rows in an MS-Word file.
- (b) Sorting and numbering cells.

4. What do you mean by power-point? What is the need of presentation graphics tools like MS-Powerpoint? Describe the term "Title Slide" and "Master Slide".

5. Write a step-by-step procedure to create a simple presentation using the powerpoint package whose slides include a title page (slide), a figure, bulleted text, a bar graph and an organisation chart.

6. What is the difference between a worksheet and a work book? Write the step by step procedure to create a worksheet with data. Search and replace data in worksheet.

7. Explain the use of the following functions by providing their syntax, functionality and an example for each in context of MS Excel.

- (a) SUM
- (b) ABS
- (c) ROUND
- (d) MOD
- (e) TRIM

8. (a) What do you mean by Rotational Data Base Management system? How will you create a table in MS-Access?

(b) What is Query? What are the different options for creating a query? Explain.

9. Write short notes on any **four** of the following:

- (a) Features of MS-Word
- (b) Macro in MS-Excel
- (c) Auto Format
- (d) Chart Wizard
- (e) Creating a Report
- (f) E-mail
