

VOC/409

B.A./B.Com./B.Sc. FIRST SEMESTER EXAMINATION 2021 COMPUTER : BASIC OF MICROSOFT OFFICE

VOCATIONAL

Time : 1.30 Hours

Max.Marks : 50

Note : The question paper has two sections "A" and "B". Answer the questions as per the instructions given in the each section

section "A" (Short answer Type Questions)

Note : Attempt any Five questions Answer of each questions should not exceed 100 words.

5 x 6

1. What is computer. How many types of computer.
2. What is memory. Describe any two of them.
3. What are the main features of Ms-Words ?
4. Explain Ms-Excel ?
5. Explain what is a spread sheet ?
6. Explain the difference between workbook and worksheet with example.
7. Explain the difference between foot notes and end notes.
8. Write the use of following function in excel with examples.
Sum(), Avearge(), Max(), Min()

section "B" (Long answer Type Questions)

Note : Attempt any TWO questions. Answer of each questions should not exceed 200 words.

2 x 10 =20

9. What is Mail Merge ? Write step by step procedure of mail merge operation.
10. How many types of Charts in Ms-Excel. Describe any two of them.
11. Convert the following Number systems.

P.T.O.

$$11.1 \quad (10101)_2 \quad - (?)_{10}$$

$$11.2 \quad (1010101)_2 \quad - (?)_8$$

$$11.3 \quad (23)_{10} \quad - ()_8$$

$$11.4 \quad (235)_8 \quad - (?)_{16}$$

$$11.5 \quad (10101011)_2 \quad - (?)_{16}$$

12. Explain the Power Point and its use ?
