

2018

CBCS

1st Semester

COMPUTER FUNDAMENTALS

PAPER—GE1P

(Honours)

(Practical)

Full Marks : 20

Time : 2 Hours

The figures in the right-hand margin indicate full marks.

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

Illustrate the answers wherever necessary.

Attempt the following questions according to direction.

Set-I

Group—A

[MS-WORD]

Answer any one question.

1. Prepare a grocery list having Six columns (Serial number, the name of the product, quantity and price, M.F.D. Exp.date) for the month of April, 18.

- Font specifications for Title (Grocery List) : 14-point Times-new-roman font in bold and italics.
 - The headings of the columns should be in 14-point and bold.
 - The rest of the document should be in 12-point Arial.
 - Leave a gap of 12-points after the title.
2. Suppose you are a student of a college. Write an application letter to the HOD, Principal, Accountant to sectioned a scholarship for your graduation in this college. (Use Mail Merge to solve the problem).
3. Design a time-table form your college with the following manner—
- The first line should mention the name of the college in 16 point Arial font and should be bold.
 - The second line should give the course name/ teacher's name and the department in 14 point Times New Roman.
 - Leave a gap of 10 points
 - The rest of a document should be 12 point Arial font.
 - The footer should contain your specifications as the designer and date of creation.
4. Create a document in MS-WORD that will have a watermark of an image, Header and Footer and insert an image.

5. PBCD Publications plans to release a CS-book designed as per your syllabus. Design the front page of the book as per the given specifications.
- The title of the book should appear in bold using 20-point Arial font.
 - The name of the author should be in the middle of the page in 18-point Arial-Black font.
 - At the right of the bottom, document should be the name of the publisher and address in 14-point Times New Roman.
 - The details of the offices of the publisher (only location) and date of publishing should appear in the footer.
6. Prepare your Curriculum Vitae in MS-Word
- (a) List the following details—
- Name • Gender
 - E-mail • Contact details • Address
- (b) Write your academe front paic details in table format with center alignment.
- (c) Mention hobbies and extracurricular activities all the text should be in Time New Romaurriculumn font and in size of 12 and caption will be in 14 point and bold.
7. Design a time table from for your college
- (a) The first line shou Contact dld mention the name of the college in 16-point Arial Font and shodemic detauld be bold.

- (b) The second Line should give the Course Name/ Teachers Name and the department in 14-point Arial.
- (c) Leave a gap of 12 points. The rest of the document should use 10-point Times New Roman font.
- (d) The footer should contain your specifications as the designer and date of creation.

8. Create Identity card for your College as per the following format.

IDENTITY CARD		Photo
<i>College Name</i>		
Name : _____		
Roll No : _____		
Dept. Name : _____		
Course Name : _____		
Address : _____ _____		
Mobile No. : _____		
<i>Student Signature</i>		<i>Authority Signature</i>

- (a) A border should be maintained for this identity card. All caption will be in 14 point of arial font and body will be in 12 point of Times New Roman font.
- (b) Background will be in 'Yellow' color, any photo should be inserted in the place of 'photo'.

Group—B

[MS-EXCEL]

Answer any one question.

1. A company PCB Ltd. pays a monthly salary to its employees which consists of basic salary, allowances and deductions. The details of allowances and deductions are as follows :

Allowance :

- HRA Dependent on Basic
30% of Basic if Basic < 1000
25% of Basic if Basic > 1000 and Basic < 3000
20% of Basic if Basic > 3000
- DA Fixed for all employees, 30% of Basic
- Conveyance Allowance Rs. 50 if Basic is < 1000 Rs. 75 if Basic > 1000 and Basic < 2000 Rs. 100 if Basic > 2000.
- Entertainment Allowance NIL if Basic is < 1000 Rs. 100 if Basic > 1000.

Deductions :

- Provident Fund 6% of Basic
- Group Insurance Premium Rs. 40 if Basic is < 1500 Rs. 80 if Basic > 3000

Calculate the following :

Gross salary = Basic + HRA + DA + Conveyance + Entertainment

Total deduction = Provident Fund + Group Insurance Premium

Net Salary = Gross Salary - Total Deduction

2. Use MS-Excel and prepare a sample marksheet of a student considering marks in each subject. Calculate total marks and provided grade to the student considering his/her average marks.

3. **Maker (A1)** **Type** **Class** **Full Model Name** **Year** **Annual Sales (mil.)**

Maker (A1)	Type	Class	Full Model Name	Year	Annual Sales (mil.)
Missam	SLX	Business	Missam SLX	2014	55.00
Dubaru	Double	Van		2015	60.00
Tia	Jet	Van		2013	76.00
ZMV	Cruise	Compact		2016	75.00
Fonda	Life	Compact		2015	60.00

- (i) Align the Text to the right.
(ii) Insert a new row between Missam and Dubaru.
(iii) Change the Page Orientations to Landscape.
(iv) Under "Full Model Name", in cell D4, write a function that combines the "Maker" and the "Type" (like in cell D3).
(v) Create a Pivot Table for Annual Sales per Year.

4. Create following sheet :

Sl. No.	a	b	c	d	e
1.	20	35	5	12	19
2.	30	27	15	10	23
3.	40	42	27	22	26

4.	50	46	14	35	31
5.	60	48	18	41	33

- (a) Find the average of 2nd row
 (b) Create a bar chart of the above table
 (c) Create a pie chart of the above table.
5. Enter the following data in Excel Sheet.

REGIONAL SALES PROJECTION

State	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr Total	Rate	Amount
Delhi	2020	2400	2100	3000			15
Punjab	1100	1300	1500	1400			12
UP	3000	1500	1700	2000			13
WB	1900	2000	2100	2200			17
Rajasthan	2100	1200	1300	1500			18

- (a) Apply Formatting as follows
- (i) Title in TIMES NEW ROMAN (ii) Font size 14
 - (iii) Remaining text ARIAL, font size 10
 - (iv) State names and Qtr. Heading Bold, Italic with Gray Fill Color
 - (v) Numbers in two decimal places (vi) Qtr. heading in center Alignment (vii) Apply Border to whole data.
- (b) Calculate the state and Qtr. Total
 (c) Calculate Average for each Quarter
 (d) Calculate Amount = Rate * Total

6. Given the following Work Sheet :

	A	B	C	D
Sl. No.	Roll No.	Name	Marks	Grade
1	1001	Sachin	99	
2	1002	Sehwag	65	
3	1003	Rahul	75	
4	1004	Sourav	95	
4	1105	Har Bhajan	57	
5	1106	Kumle	42	

(a) Calculate the grade of these students on the basis of following guidelines

If Marks	Thin Grade
> 80	A+
> 60 < 80	A
> 50 < 60	E
< 50	F

(b) Arrange the Worksheet in ascending order based on Marks.

7. Enter the following data in Excel Sheet.

Total Revenue Earned for Sam's Bookstall

Publisher Name	1997	1998	1999	2000	Total
A	1000.00	1100.00	1300.00	800.00	
B	1500.00	700.00	1200.00	800.00	
C	1000.00	900.00	1100.00	1200.00	
D	700.00	1200.00	900.00	1500.00	

- (a) Compute the total revenue earned.
 (b) Plot the line chart to compare the revenue of all publishers for 4 years
 (c) Give appropriate categories and value axis title.

Experiment : 15 Laboratory Note Book : 02

Viva-Voce: 03

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Attempt the following questions according to direction.

Set-II

Group—A

[MS-WORD]

Answer any one question.

1. Create a front page of your practical note book of the subject 'Computer Science'.

2. Write a notice to all the students of your department informing them the schedule of the departmental educational tour.
3. Create the following one page documents :
 - (a) Compose a note inviting friends to a get-together at your house, Including a list of things to bring with them.
 - (b) Design a certificate in landscape orientation with a border around the document.
 - (c) Design a Garage Sale sign.
 - (d) Make a sign outlining your rules for your bedroom at home, using a numbered list.
4. Create the following documents :
 - (a) A newsletter with a headline and 2 columns in portrait orientation, including at least one image surrounded by text.
 - (b) Use a newsletter format to promote upcoming projects or events in your classroom or college.
5. Design a page in MS-WORD with the following instructions :
 - (a) Given an appropriate background color.

- (b) Insert a picture from clipart
- (c) Insert a title by using word art feature
- (d) Use some Auto shapes
- (e) Save the page into your desktop.

6. Design a time table from your college : 1×7

- (a) The first line should mention the name of the college in 16-point Arial Font and should be bold.
- (b) Second line should give the Course Name/Teacher's name the department in 14 point Arial.
- (c) Leave gap of 12 points.
- (d) The rest of the document should use 10 point Times New Roman font.
- (e) The footer should contain your specification as the designer and data of creation.

7. Create a table of content of a book as follows :

1. SLAM Tutorials	1
• 1.1 Robot and Hardware	2
➤ 1.1.1 Range Measurement Device	3
• 1.2 The SLAM Process	6
• 1.3 Landmark	8
• 1.4 Landmark Extraction	9

>1.4.1 Spike Landmark	10
>1.4.2 RANSAE	12
• 1.5 Data Association	15

Follow the alignment as above and all the topic name will be in bold an 14 point and in Arial.

8. Prepare your curriculum vitae in MS-WORD

(a) List the following details

- Name
- Gender
- E-mail id
- Contact details
- Address.

(b) Write your academic details in table format with center alignment.

(b) Mention hobbies and Extracurricular activities all the text should be in Times New Roman font and in size of 12 and caption will in 14 point Arial font and in bold.

Group—B

[MS-EXCEL]

Answer any one question.

1. Use MS-EXCEL and prepare a sample marksheet of a student considering marks in each subject. Calculate total marks and provided grade to the student considering his/her average marks. 8

2. Use a formula to calculate Simple Interest for given principle amounts given the rate of Interest and time :

Rate of Interest	9%
Time	7 years
Principal	Use at least 8 data set

3. Create a Worksheet to enter the STD code numbers and the names of 9 states and the amount of total rainfall (in mm) in each state. Calculate average amount of rainfall for all the states. Draw a bar diagram to indicate the amount of rainfall for the various states.

4. Construct the following table :

Batsman	Run in Match 1	Run in Match 2	Run in Match 3
Smith	90	56	145
Risov	45	109	68
Ranajit	95	15	56

Find the average and total runs of each batsman. Create a bar diagram considering the total runs of each batsman.

5. Create a table as following :

Book	Price per copy	Total order	Discount
Let us C	320/-	12	15%
Data Structure	285/-	15	10%
MS-Office	430/-	25	30%

Find the total amount to be paid for each book considering the discounts.

6. Create the following table in Excel Sheet and Calculate the cumulative interest for each Quarter.

Name	Acct. No.	Balance	Q1 Inst.	Q2 Inst.	Q3 Inst.	Q4 Inst.
A	1001	32150				
B	1002	21320				
C	1003	22130				
D	1004	23121				
E	1005	23121				

- (a) If the interest Rate is 6.75 calculate the interests for each Quarter.
- (b) Calculate the total interest paid on each account. arrange the data in ascending order.
7. Enter the following data in Excel Sheet.

Score Card

Player	2015	2016	2017	2018	Avg	Rank
Virat	2000	1900	1700	1100		
Rohit	1200	1001	1230	900		
Dhoni	1300	1100	900	700		
Raina	900	700	500	600		

- (a) Calculate the average score of each player.
- (b) Based on total score rank the player
- (c) All the data will be in centre align and 14 point in Arial font.

8. Enter the following data in Excel Sheet.

Revenue Earned (in core)

<i>Com. Name</i>	<i>2001</i>	<i>2002</i>	<i>2003</i>	<i>2004</i>	<i>Total</i>
RIL	7000	9000	8000	-1000	
TATA	12000	8000	7000	5000	
ONGC	4000	-2000	-1000	3000	

(a) Compute the total revenue earned.

(b) Plot the bar chart to compare the revenue of all companies.

Experiment : 15

Laboratory Note Book : 02

Viva-Voce : 03