2017

COMPUTER FUNDAMENTAL

[Gen. Elective]

(CBCS)

(Practical)

PAPER — GE1P

Full Marks : 20

Time : 2 hours

Answer any **two** taking **one** from each Group

The figures in the right-hand margin indicate marks

[Set–I]

GROUP – A

(*MS-WORD*)

1. Type your curriculum vital with the following
   manner : 　　　　　　　　　　　　7

Title : Written bold font :- Times New Roman
        size :-18

Personal Details : Font :- Arial
                   Size :-14

Educational
Qualification : It must be written in a table
                consists of cloumns like :
                Name of Exam., College/Institute,
                Year of Passing, Percentage of
                marks.

Extra curriculum Activity : Font :- Arial
                            Size :-14

2. Suppose you are the Principal of a College. Write
   an invitation letter to the guardians (at least 5)
   for College Annual Program (Use Mail Merge
   to solve the problem).   7

3. Design a page in MS-WORD with the following
   instructions :   7

   (a) Insert a title by using word art feature.

   (b) Insert a picture from clipart

(*c*) Use some Auto shapes.

(*d*) Give an appropriate background color.

(*e*) Save the page into your own folder.

4. Make your class routine in MS-WORD. It must be written in a table. Columns will display the periods and rows will display the days.　　　7

5. Create a document in MS-WORD that will have a water mark of any image, Header and Footer and insert an image.　　　7

GROUP — B

(*MS-EXCEL*)

6. Create a worksheet to enter the ISD code numbers and the names of 10 countries and the amount of annual rainfall (in mm) in each country. Calculate average amount of rainfall for all the countries and indicate the percentage amount of rainfall for each country with respect to average rainfall. Draw a pipe diagram to indicate the amount of rainfall for the various countries.　　　8

7. Perform the following task in MS-EXCEL : 8

Create the following database :

NAME	NO.-OF-MATCH	RUNS	TEST-CENTURIES	ODI-CENTURIES	CATCHES
AVINASH	275	4742	22	17	120
AKASH	173	7486	12	23	84
SOHAIL	79	2258	5	12	26
RAGHAV	124	4689	8	7	47
BUNTY	201	10256	26	33	235

(a) Add a column to the above table called Average and find the average run scored by each batsman.

(b) Create a chart as separate sheet showing the comparisons of the TEST-CENTURIES to ODI-CENTURIES of each batsman.

(c) Use Advance Filter feature to show the records of only those batsman who have average more than 35.

8. Create following sheet :   8

Sl. No.	a	b	c	d	e
1	10	37	10	11	19
2	20	24	8	14	27
3	30	32	12	15	28
4	40	42	15	17	24
5	50	10	17	20	26

(*a*) Find the average of 2nd row.

(*b*) Create a bar-chart of above table.

(*c*) Create a pie-chart of above table.

9. Use a formula to calculate Simple Interest for given principal amounts given the rate of Interest and time :   8

Rate of Interest   8%

Time   5 years

Principal   Use at least 10 data set.

Viva-Voce   — 03

Laboratory Note Book — 02

B.Sc.-CBCS/IS/COS/GE1P
(Set-2)/17 (Pr.)

2017

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(CBCS)

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[Set-2]

GROUP — A

(*MS-WORD*)

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5. Create a document in MS-WORD that will have a water mark of any image, Header and Footer and insert an image.   7

GROUP – B

(*MS-EXCEL*)

6. Create following sheet :   8

Sl. No.	*a*	*b*	*c*	*d*	*e*
1	10	37	10	11	19
2	20	24	8	14	27
3	30	32	12	15	28
4	40	42	15	17	24
5	50	10	17	20	26

(*a*) Find the average of 2nd row.

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Time	5 years
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    Viva-Voce   — 03

    Laboratory Note Book — 02