

Code No. 5741

FACULTY OF SOCIAL SCIENCES

B.A. / BSW IV – Semester (CBCS) Examination, May / June 2018

Subject : Economics

Paper (SEC) P-II : Basic Computer Skills

Time : 2 hours

Max. Marks : 40

Part – A (2 X 5 = 10 Marks)
(Short Answer Type)

- 1 a) How to create and save a worksheet in MS-Excel? Briefly explain.
OR
b) What is formula bar? Explain with an example.
- 2 a) What are the advantages of MS-Access?
OR
b) Briefly explain the MS-Access applications.

Part – B (2 X 15 = 30 Marks)
(Essay Answer Type)

- 3 a) Explain any five charts with examples in MS-Excel.
OR
b) Discuss about linking and consolidation features in MS-Excel.
- 4 a) Explain the tables and integrity constraints in MS-Access.
OR
b) What are the sorting and filtering methods in MS-Access? Explain in detail.
