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Total No. of Pages : 02

Total No. of Questions : 09

BHMCT (Sem.-2)
COMPUTER-II
Subject Code : BH-108
M.Code : 14519

Time : 3 Hrs.

Max. Marks : 30

INSTRUCTION TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying ONE mark each.
2. SECTION-B contains FIVE questions carrying 2½ (Two and Half) marks each and students has to attempt any FOUR questions.
3. SECTION-C contains THREE questions carrying FIVE marks each and students have to attempt any TWO questions.

SECTION-A**1. Answer briefly :**

- a) Auto sum feature.
- b) Cell Range.
- c) Worksheet
- d) formula in excel.
- e) Chart Wizard.
- f) Freezing Columns
- g) Workbook.
- h) Text Alignment
- i) Function -COUNT()
- j) Preview worksheet

SECTION-B

2. How to print formula in the worksheet?
3. Write down Renaming worksheets.
4. Write steps to move a worksheet from one workbook to another.
5. How to add header and footer to a report?
6. Write a note on setting up a database.

SECTION-C

7. Explain the formula and functions with the help of two examples each.
8. Write about printing the worksheets.
9. Discuss about maintaining multiple worksheet(Add, rename etc).

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.