

Roll No. 

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Total No. of Pages : 02

Total No. of Questions : 09

**BHMCT (Sem.-2)**  
**COMPUTER-II**  
Subject Code : BH-108  
Paper ID : [C0313]

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****Q1 Answer briefly :**

- a. Define Worksheet.
- b. Name two data types.
- c. What is the purpose of Worksheet Tab?
- d. Define Cell Address.
- e. How to undo mistakes in Excel?
- f. Define Active cell.
- g. How to rename a worksheet?
- h. Define Autofill feature.
- i. What is Cell Range?
- j. Define Formula bar.

### SECTION-B

- Q2 Write down the features of Excel.
- Q3 How to print whole worksheet in a page?
- Q4 How to copy formula?
- Q5 Discuss formatting a cell.
- Q6 What is chart wizard?

### SECTION-C

- Q7 Describe Excel database facilities.
- Q8 Define Function. Explain with the help of four different functions.
- Q9 Write a note on "Protecting a Worksheet."