

Total No. of Pages : 02

Total No. of Questions : 09

BRDM (2013 Batch) (Sem.-2)
FUNDAMENTALS OF COMPUTERS-II
Subject Code : BRDM-205
Paper ID : [G1161]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. **SECTION-A** is **COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTION-B** contains **FIVE** questions carrying **FIVE** marks each and students have to attempt any **FOUR** questions.
3. **SECTION-C** contains **THREE** questions carrying **TEN** marks each and students have to attempt any **TWO** questions.

SECTION-A

1. Answer the following :

- a. What are the various charts available in MS-Excel?
- b. What is a Worksheet?
- c. What is TCP/IP?
- d. What is ISDN?
- e. What is the difference between Dial-up and Broadband connection?
- f. What is e-retailing?
- g. What is the difference between Mean and Median?
- h. What is the difference between Count-if and Sum-if?
- i. Where Max and Min functions are applied in MS-Excel?
- j. What is the procedure of entering and pasting formulas in MS-Excel?

SECTION-B

2. Discuss various features of drawing toolbars in MS-Excel.
3. Discuss the applications of formatting feature in MS-Excel
4. Discuss the features of data filters in MS-Excel.
5. How you can manage appointments in MS-Outlook?
6. Discuss the use of Microsoft Internet Explorer. Explain by citing examples.

SECTION-C

7. Discuss important Excel functions. Explain by discussing the procedure and utility of each Excel function.
8. Discuss various methods of connecting to internet. Explain by discussing pros and cons of each method.
9. Discuss important features of MS-Outlook. Explain by citing examples.