C.U.SHAH UNIVERSITY
Summer Examination-2018

Subject Name: Computational Skills
Subject Code: 4SC02COS2   **Branch :** B.Sc. (All)
Semester : 2   **Date : 23/04/2018**   **Time : 10:30 To 12:30**   **Marks :** 50

Instructions:
    (1) Use of Programmable calculator & any other electronic instrument is prohibited.
    (2) Instructions written on main answer book are strictly to be obeyed.
    (3) Draw neat diagrams and figures (if necessary) at right places.
    (4) Assume suitable data if needed.

Q-1   **Attempt the following questions:**   **(10)**

    a) Write the short cut key to open new document in Ms Office Word
    b) Write the full form of ROM
    c) Write the short cut key to make font bolt in ms office word.
    d) Write the full form of IC
    e) Write the full form of LSI
    f) Write the full form of GUI
    g) Write a definition on what is computer
    h) Write the Formula for finding harmonic value in ms office excel
    i) Write the Formula for finding whether value is text or not in cell.
    j) Write the Formula of finding power of value.

Attempt any four questions from Q-2 to Q-8

Q-2   **Attempt all questions**   **(10)**
    1.) Write down the characteristics of Computer.   **5**
    2.) Write a note on computer viruses.   **5**

Q-3   **Attempt all questions**   **(10)**
1.)   **1.)** What is Operating System? Explain functions of operating system.   **5**
    2.) Write a note on latest input output devices   **5**

Q-4   **Attempt all questions**   **(10)**
    1.) Explain in detail "Page layout" option from menu bar of MS Office Word   **8**
    2.) Explain in short what are paragraph alignments in ms office word?   **2**

Q-5   **Attempt all questions**   **(10)**
    1.) Write down the formula of mark sheet in ms office excel of if else.   **3**
    2.) What is data validation and conditional formatting in ms office excel?   **7**

Q-6		**Attempt all questions**	**(10)**
	1.)	Explain in brief (1) animate (2) Rehearse Timing from Microsoft Office Power Point	**6**
	2.)	Write down formula of (1) to find log value (2) to find out 2nd large value	**4**
Q-7		**Attempt all questions**	**(10)**
	1.)	What is internet? Explain how web browser work.	**5**
	2.)	Write a note on basic hardware and software requirements for internet	**5**
Q-8		**Attempt all questions**	**(10)**
	1.)	Write a note on MS Access	**6**
	2.)	Explain in brief (1) LAN (2) WAN	**4**