

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.
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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 bold 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 2 nd 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

