Enrolln	Enrollment No: Exam Seat No:					
		C.U.SHAI	H UNIVERSIT	$\Gamma \mathbf{Y}$		
		Winter E	Examination-2018			
Subject	Name: Co	omputational Skills				
Subject Semeste	Code: 4S	C02COS2 Date : 20/10/2018	Branch : B.Sc. (All) Time : 02:30 To 04:30	Marks: 50		
Semeste	:1 · <i>4</i>	Date . 20/10/2016	Time: 02.30 10 04.30	Walks . 30		
Instructi	ons:					
(1)	Use of Pro	grammable calculator	& any other electronic instrum	ent is prohibited.		
			ver book are strictly to be obey	red.		
			(if necessary) at right places.			
(4)	Assume su	iitable data if needed.				
Q-1	Attemp	t the following question	ons:		(10)	
a)	Write th	e short cut key to save	the document in Ms Office W	ord		
b)		e full form of RAM				
c)	Write th	e short cut key to make	e font Italic in Ms Office Word			
d)	Write th	e full form of IC				
e)	Write th	e full form of LSI				
f)	Write th	e full form of GUI				
a)	Define b	ardware				

Write the Formula of finding power of value. Attempt any four questions from Q-2 to Q-8

i)

h) Write the extension of Excel file. Write the extension of Word file.

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Q-2	1.) 2.)	Attempt all questions How a Power point slide is created? Explain stepwise. Write a note on internet.	(10) 5 5
Q-3		Attempt all questions	(10)
1.)	1.)	What is Operating System? Explain functions of operating system.	5
	2.)	Write a note on Microsoft Paint and its features.	5
Q-4		Attempt all questions	(10)
	1.)	Explain Mail merge in detail.	8
	2.)	Explain different charts in Excel.	2
Q-5		Attempt all questions	(10)
	1.)	Design a Mark sheet in Excel with using formulas.	3
	2.)	What is data validation and conditional formatting in ms office excel?	7
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Q-6		Attempt all questions			
	1.) Explain in brief (1) animate (2) Rehearse Timing from Microsoft Office Pov Point		wer 6		
	2.)	Write formula of (1) to find log value (2) to find out 2 nd large value	4		
Q-7	Attempt all questions		(10)		
	1.)	Explain the process of patent of website.	5		
	2.)	Give the classification of computers.	5		
Q-8		Attempt all questions	(10)		
	1.)	Write a note on MS Access	6		
	2.)	Explain in brief (1) LAN (2) MAN	4		