(4)

7. (a) Write the complete procedure to print spreadsheet with page numbers.   4

    (b) What is the Advantage of freezing and locking rows and columns in Excel worksheet. Detail the procedure to perform these two action.   3½

    Unit-IV

8. (a) Explain the important features of MS-Access.   4

    (b) Discuss the different ways of creating forms in Access.   3½

9. What do you mean by mail merge? Write the various steps to perform mail merge in MS-Word?   7½

A   (Printed Pages 4)

Roll No. _____

S-753

B.Sc. (Part-I) Examination, 2015

(Old Course)

(For Regular Students)

COMPUTER SCIENCE

Third Paper

(PC Software)

Time Allowed : Three Hours]   [Maximum Marks : 50

Note : Answer five questions in all. Question No.1 is compulsory and one question from each of the four Units. Electronic calculators are allowed.

1. (a) Write the name of any two view options available in Power Point. $2 \times 10 = 20$

    (b) What do you mean by spread sheet?

    (c) Write the names of different types of charts available in MS-Excel.

    (d) How will you open new document in Ms-Word and save it with a name.

(2)

(e) Describe the font dialog box in word?

(f) Distinguish workbook and worksheet.

(g) What are legends in MS-Excel.

(h) How will you Hide a Column in MS-Access.

(i) Define entity set and attribute with Example.

(j) How will you insert Page number in word document?

Unit-I

2. (a) What are header and footer? How will you insert header and footer in a word document? 4

(b) What do you mean by software? Explain the difference between System software and Application software. 3½

3. (a) What is Watermark Picture? How will you apply it on a picture? 4

(b) What do you mean by table? How will you insert a table in word document. Create an index for a practical file in following format 3½

(3)

	INDEX		
S.N.	Objective	Date	Teacher Sing

Write all steps in detail?

Unit-II

4. (a) Describe different steps for creating a slide presentation. 4

(b) Explain the process of adding and deleting slides in Power Point Presentation. 3½

5. (a) Write a short note on custom animation in power point presentation. 4

(b) Discuss the slide-shorter view of power point presentation? 3½

Unit-III

6. (a) Discuss the procedure to enter basic formulas in MS-Excel? 4

(b) How will you perform Rounding of numbers in MS-Excel? 3½