

SARDAR PATEL UNIVERSITY**S. Y. B. A. (ADVANCED)****(THIRD SEMESTER) (CBCS) EXAMINATION 2018****Code: UA03FECA02****Paper: Basic Computer Skills – II****Date: 22-11-2018****Day: Thursday****Time: 2 :00 P. M. To 4 :00 P. M.****Total Marks: 60****Q-1 Multiple Choice questions.****[15]**

- 1 _____ is an electronic device used to perform arithmetic and logical operations.
 - a) Computer
 - b) Calculator
 - c) Type Writer
 - d) None of these.
- 2 For printing continuous page in groups _____ tab is ticked.
 - a) Wallace
 - b) Connect
 - c) Colette
 - d) None of these.
- 3 Full form of DOS _____
 - a) Delete Operating System
 - b) Disk Operating System
 - c) Disk Operating Settings
 - d) None of these.
- 4 _____ shortcut is used to make left alignment.
 - a) Control + L
 - b) Shift + L
 - c) Control + R
 - d) Control + Shift + L
- 5 Scanner is output device _____.
 - a) True
 - b) False
- 6 _____ is not the characteristic of computer.
 - a) Accuracy
 - b) Storage Capacity
 - c) Intelligence
 - d) None of these.
- 7 Computer can perform multiple task at same time is called _____.
 - a) Accuracy
 - b) Consistency
 - c) Storage Capacity
 - d) Versatility.
- 8 Formula begins with ____ in excel.
 - a) +
 - b) =
 - c) --
 - d) %
- 9 Computer can perform a task in fraction of _____.
 - a) Minute
 - b) Second
 - c) Hour
 - d) None of these.
- 10 In C: syntax C stands for _____.
 - a) Diskette Name
 - b) File name
 - c) extension
 - d) .ED
- 11 _____ shortcut is used to run the slideshow.
 - a) F9
 - b) F10
 - c) F2
 - d) None of these.
- 12 Monitor is an Input Device. _____.
 - a) True
 - b) False.
- 13 RMDIR command is used to remove _____.
 - a) File
 - b) Extension
 - c) Directory
 - d) None of these.
- 14 CHDIR is used for _____ directory.
 - a) Change
 - b) Check
 - c) Choose
 - d) Change.
- 15 _____ is used to set background in word document.
 - a) Page border
 - b) Page Colour
 - c) Watermark
 - d) None of these.

(P.T.O.)

Q-2 What is word Processing? Explain the Word Processor Screen in detail with suitable diagram and explain the features of MS-Word. [15]

OR

Q-2 What is Computer? What are the areas where we can apply computer and explain the general characteristics of personal computers. [15]

Q-3 What is Spreadsheet? What is addressing in MS Excel and explain different features of spreadsheet. [15]

OR

Q-3 a) Write a note on Table in MS Word. [10]

b) Write a note on MS DOS. [05]

Q-4 What is Power point? List Explain the advantages of Power Point. How to do slide show and add new slide to presentation. [15]

OR

Q-4 Explain all the following formula with example in MS Excel. [05]

a) Min

d) Average

b) Max

e) Count

c) Sum

Explain printing wizard in MS Excel with figure and explain all the tabs. [10]

