## SARDAR PATEL UNIVERSITY

S. Y. B. A. (ADVANCED)

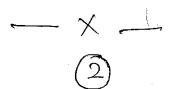
(THIRD SEMESTER) (CBCS) EXAMINATION 2018

C	Code: UA03FECA02 ate: 22-11-2018			Paper: Basic Computer Skills – II			
				Day: Thursday			
Time	: 2 :00	-2010 P. M. To 4:00]	P. M.		Total Marks: 6		
Q-1	Multipl	e Choice questions.				[15]	
1		is an electron	ic device used	to perform arithmetic and	l logical operations.		
т.	a)	Computer	c)	Type Writer			
		Calculator	· ·	None of these.			
2	Eor pri	ating continuous nage i	n groups	tab is ticked			
	2)	Wallace	c)	Colette			
	,	Connect		None of these.	•		
3	Cull for	m of DOS					
	- 'al	Delete Operating Syst	em c)	Disk Operating Settings			
	a) h)	Disk Operating Syster	n d)	None of these.	•		
4	D)	shortcut is	used to make l	eft alignment.			
4							
	•	Shift + L	q) -,	Control + R Control + Shift + L			
_		er is output device					
5		True					
		False					
6	D)	is not the cl	varacteristic of	computer.			
		Accuracy	c)	Intelligence			
	a) h)	Storage Canacity	d'	None of these.			
_	b) Storage Capacity d) None of these.  Computer can perform multiple task at same time is called						
7		Accuracy	r)	Storage Capacity			
	•	Consistency	4) e\	Versatility.			
		la begins with in e	•	•••••	•		
8			c)	•			
	-	+	•				
	b) = d) % Computer can perform a task in fraction of						
9			r) , ie ilebban III III	Hour			
	•	Minute	•	None of these.			
40		Second yntax C stands for	•	110113 01 1170-11			
10	in C: S	Diskette Name		extension			
	a) EV	Diskette Name		CO.			
44	b) File name ບ່າ ເປັນ shortcut is used to run the slideshow.						
11				F2			
		F9 .		None of these.	4		
	D)	F10 or is an Input Device		, tone or the			
12				•			
	•	True					
		False.	ramalla				
13		R command is used to		 Directory			
		File	•	None of these.			
		Extension	•				
14		R is used for	aneco	Choose	**	• •	
		) Charge		Change.			
	b	) Check		ound in word document.			
15			u io sei nackgi	:) Watermark			
	a	) Page border	,	, vectiment			

b) Page Colour

d) None of these.

	Q- <u>z</u>	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	[15]	
		show and add new slide to presentation.	[TJ]	
		OR		
•	Q-4	Explain all the following formula with example in MS Excel.		
		a) Min d) Average	[05]	
		b) Max e) Count		
		c) Sum		
	•	Explain printing wizard in MS Excel with figure and explain all the tabs.	[10]	



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