SARDAR PATEL UNIVERSITY
S.Y.B.S.W. (SE) (ENGLISH MEDIUM)
(THIRD SEMESTER) (CBCS) EXAMINATION 2016
Saturday , 26 November, 2016
02.00 p.m. To 04.00 p.m.

UA03FBSE02: ICT- II　　　　　　Total Marks: 60

Q-1　Multiple Choice questions.　　　　　　　　　　　　**[15]**

1　When you cut or copy text, it is saved in a temporary memory area that is called _____.
- a) File
- b) Drag board
- c) Clipboard
- d) Paragraph

2　The _____ gives information about your position within the document.
- a) Menu Bar
- b) Status Bar
- c) Title Bar
- d) Scroll Bar

3　Times New Roman is the name of a _____.
- a) Font size
- b) Align
- c) Font
- d) Bullets

4　CHDIR is used for _____ directory.
- a) Charge
- a) Check
- c) Choose
- d) Change.

5　For printing continuous page in groups _____ tab is ticked.
- a) Wallace
- b) Connect
- c) Colette
- d) None of these.

6　Full form of DOS _____.
- a) Delete Operating System
- b) Disk Operating System
- c) Disk Operating Settings
- d) None of these.

7　_____shortcut is used to make left alignment.
- a) Control + L
- b) Shift + L
- c) Control + R
- d) Control + Shift + L

8　_____ is used to set background in word document.
- a) Page border
- b) Page Colour
- c) Watermark
- d) None of these.

9　_____ is not the characteristic of computer.
- a) Accuracy
- b) StorageCapacity
- c) Intelligence
- d) None of these.

10　Computer can perform multiple task at same time is called _____.
- a) Accuracy
- b) Consistency
- c) Storage Capacity
- d) Versatility.

11　Formula begins with ___ in excel.
- a) +
- b) =
- c) --
- d) %

12　Computer can perform a task in fraction of _____.
- a) Minute
- b) Second
- c) Hour
- d) None of these.

13　In C: syntax C stands for _____.
- a) Diskette Name
- b) File name
- c) extension
- d) CD

14　_____shortcut is used to run the slideshow.
- a) F9
- b) F10
- c) F2
- d) None of these.

15　Monitor is an Input Device. _____
- a) True
- b) False.

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

OR

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

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

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 [15] and add new slide to presentation.

OR

Q-4   a)   Explain printing wizard in MS Excel with figure and explain all the tabs. [10]

       b)   Explain all the following formula with example in MS Excel. [05]
       1.   Min
       2.   Average
       3.   Max
       4.   Sum
       5.   Count

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