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Total No. of Pages : 02

Total No. of Questions : 09

BHMCT (Sem.-2)
COMPUTER-II
Subject Code : BH-108
M.Code : 14519

Time : 3 Hrs.

Max. Marks : 30

INSTRUCTION TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying ONE mark each.
2. SECTION-B contains FIVE questions carrying 2¹/₂ (Two and Half) marks each and students has to attempt any FOUR questions.
3. SECTION-C contains THREE questions carrying FIVE marks each and students have to attempt any TWO questions.

SECTION-A

Q1 Answer briefly :

1. Define spreadsheet.
2. Define Row Height
3. Define Cell Address.
4. Define Active cell.
5. How to delete a worksheet?
6. How to rename a Worksheet?
7. What is Cell Range?
8. How to undo mistakes in Excel?
9. Define Formula bar.
10. What is the purpose of Freezing columns?

SECTION-B

- Q2 Explain splitting worksheet window.
- Q3 How to print whole worksheet in a page?
- Q4 How to add header and footer in a report?
- Q5 What is chart wizard?
- Q6 How to attach comments to a cell?

SECTOR-C

- Q7 What are Excel database facilities?
- Q8 Define Function. Explain with the help of four different functions.
- Q9 Write a note on “Protecting a worksheet”.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.