Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐☐

Total No. of Pages : 02

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BHMCT (Sem.–2)
COMPUTER-II
Subject Code : BH-108
M.Code : 14519
Date of Examination : 20-12-22

Time : 3 Hrs.   Max. Marks : 30

INSTRUCTIONS TO CANDIDATES :
1. **SECTION-A is COMPULSORY consisting of TEN questions carrying ONE mark each.**
2. **SECTION-B contains FIVE questions carrying 2^1/$_2$ (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

1. **Answer briefly :**

   a) Spreadsheet

   b) Cell Address

   c) Define Active cell

   d) Purpose of freezing the cells

   e) Define Autofill feature.

   f) Chart wizard

   g) Define Formula Bar

   h) How to fetch current date in excel?

   i) How to add comments to a cell?

   j) Cell Range.

SECTION-B

2. Discuss which formatting can be applicable to MS Excel cells.

3. How do you apply a single format to all the sheets present in a workbook?

4. Explain, how to protect a worksheet from being copied?

5. What is What If Analysis?

6. Explain the steps to add header and footer in a worksheet.

SECTION-C

7. What do you understand by Excel functions? What are the various categories of functions available in Excel?

8. What are Excel database facilities?

9. What are the different types of graphs that can be created in excel? Explain the steps to create any two types of graphs.

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.