Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐   Total No. of Pages : 02

Total No. of Questions : 09

BRDM (2013 Batch) (Sem.–2)
FUNDAMENTALS OF COMPUTERS–II
Subject Code : BRDM-205
M.Code : 49510

Time : 3 Hrs.   Max. Marks : 60

INSTRUCTION TO CANDIDATES :
1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B contains FIVE questions carrying FIVE marks each and students have to attempt any FOUR questions.
3. SECTION-C contains THREE questions carrying TEN marks each and students have to attempt any TWO questions.

SECTION-A

1.   Answer the following :

a) Cell in MS Excel

b) Mode

c) Count if

d) MS Outlook

e) ISDN

f) Retailing

g) Search Engine

h) Netiquettes

i) Toolbars in MS Excel

j) Use of Formulas in MS Excel

SECTION-B

2. Explain the use of spreadsheet in business management.

3. How to create a chart in MS Excel?

4. Difference between workbook and worksheet.

5. Explain the use of statistical functions in MS Excel.

6. Describe the use of Microsoft Internet Explorer.

SECTION-C

7. Explain MS Excel and its structure.

8. Explain MS Outlook and its use in managing various system applications.

9. Explain in detail various Internet Protocols.

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.