

Roll No.

Total No. of Questions : 18

Total No. of Pages : 02

BHMT (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 2½ (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

Answer briefly :

1. Define Workbook.
2. Name two data types.
3. What is the purpose of Textwrap?
4. Define Cell Address.
5. How to change column width in Excel?
6. Define Active cell.
7. How to Add more worksheet in a workbook?
8. Define Name box.
9. What is Cell Range?
10. Define Formula bar.

SECTION-B

11. Write a note on "Protecting a worksheet".
12. How to print whole worksheet in a page?
13. How to add header and footer in a report?
14. Discuss splitting worksheet window.
15. What is chart wizard?

SECTION-C

16. Describe setting up a database.
17. Explain four different functions commands.
18. Write down the features of Excel.



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.

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Roll No.

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Total No. of Questions : 09

Total No. of Pages : 02

**BHMC (AICTE) (Sem.-2)
COMPUTER-II**

Subject Code : BH-108
M. Code : 14519

Date of Examination : 09-07-22

Time : 3 Hrs.

Max. Marks : 30

INSTRUCTION TO CANDIDATES :

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SECTION-A

1. Answer briefly :

- a) Spreadsheet
- b) Relative Cell Address
- c) Text Wrap
- d) How to select all blank cells in Excel?
- e) Define Row height
- f) Chart wizard
- g) What is the purpose of Worksheet Tab?
- h) How to rename a worksheet?
- i) Macros
- j) Difference between Formula and Function in Excel.

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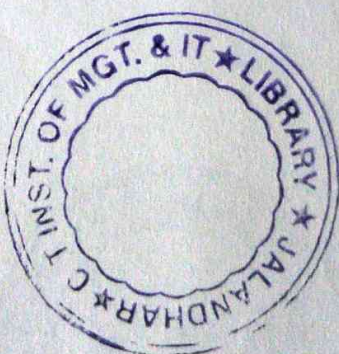
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SECTION-B

2. Explain MS Excel in brief.
3. How do you apply a single format to all the sheets present in workbook?
4. Explain the steps to split worksheet window.
5. What is Ribbon? Where does it appear?
6. Explain the steps to add rows and columns in a worksheet.

SECTION-C

7. What do you understand by Excel functions? Explain any four different functions.
8. Explain the steps to create a database in Excel.
9. What are the different types of graphs that can be created in excel? Explain the steps to create any two types of graphs.



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SECTION-A

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SECTION-B

11. Write a note on "Protecting a worksheet".
12. How to print whole worksheet in a page?
13. How to add header and footer in a report?
14. Discuss splitting worksheet window.
15. What is chart wizard?

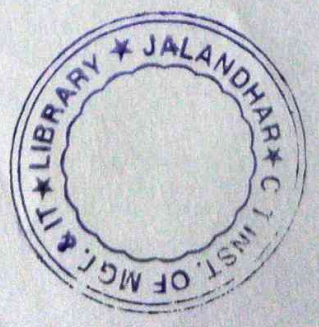
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16. Describe setting up a database.
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INSTRUCTION TO CANDIDATES :

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2. SECTION-B contains FIVE questions carrying 2 $\frac{1}{2}$ (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) Relative Cell Address
- c) Text Wrap.
- d) How to select all blank cells in Excel?
- e) Define Row height
- f) Chart wizard
- g) What is the purpose of Worksheet Tab?
- h) How to rename a worksheet?
- i) Macros
- j) Difference between Formula and Function in Excel.

SECTION-B

2. Explain MS Excel in brief.
3. How do you apply a single format to all the sheets present in workbook?
4. Explain the steps to split worksheet window.
5. What is Ribbon? Where does it appear?
6. Explain the steps to add rows and columns in a worksheet.

SECTION-C

7. What do you understand by Excel functions? Explain any four different functions.
8. Explain the steps to create a database in Excel.
9. What are the different types of graphs that can be created in excel? Explain the steps to create any two types of graphs.



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- d) How to select all blank cells in Excel?
- e) Define Row height
- f) Chart wizard
- g) What is the purpose of Worksheet Tab?
- h) How to rename a worksheet?
- i) Macros
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SECTION-B

2. Explain MS Excel in brief.
3. How do you apply a single format to all the sheets present in workbook?
4. Explain the steps to split worksheet window.
5. What is Ribbon? Where does it appear?
6. Explain the steps to add rows and columns in a worksheet.

SECTION-C

7. What do you understand by Excel functions? Explain any four different functions.
8. Explain the steps to create a database in Excel.
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Roll No.

Total No. of Questions : 09

BHMCT (Sem.-2)

COMPUTER-II

Subject Code : BH-108

M.Code : 14519

Date of Examination: 24-12-2024

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 $2\frac{1}{2}$ (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) Splitting a worksheet.
- b) Text Alignment
- c) Cell Range
- d) Worksheet
- e) Protecting worksheet.
- f) Chart Wizard.
- g) Freezing Columns
- h) Workbook
- i) Text Wrapping
- j) Function -SUM()

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9. Explain the formula and functions with the help of two examples each.
8. Write a note on editing data in a worksheet.
7. Discuss about creating graphics and charts in Excel.

SECTION-C

6. Write about naming worksheet tab.
5. How to add header and footer to a report?
4. How to change column width and row height?
3. Explain the option of "Find and replace data" in a worksheet.
2. How to print a formula in the worksheet?

SECTION-B

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Total No. of Pages : 02

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**BHMT (Sem.-2)
COMPUTER-II**

Subject Code : BH/108

M.Code : 14519

Date of Examination : 18-05-2024

Time : 3 Hrs.

Max. Marks : 30

INSTRUCTION TO CANDIDATES :

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2. SECTION-B contains FIVE questions carrying TWO and HALF marks each and students has to attempt any FOUR questions.
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SECTION-A

1. Answer briefly :

- a) What is a spreadsheet?
- b) How is the worksheet made?
- c) What are auto commands?
- d) What is editing?
- e) What is a workbook file?
- f) What is drag and drop?
- g) What is the use of excel sheet?
- h) How is spell checking done on the worksheet?
- i) What is a computer what is its full form?
- j) What is previewing?

SECTION-B

2. How can one create spreadsheets?
3. What is printing before previewing?
4. What is cell entry and deleting cell entries?
5. How are records stored in a database?
6. What is the use of standard toolbar?

SECTION-C

7. How are worksheets created? What is its use and how do they look pretty?
8. What are the edited features of a worksheet? What are function commands?
9. What is the use of graphics? What are drawing tools added in graphics?

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SECTION-B

2. How can one create spreadsheets?
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SECTION-C

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**BHMC (Sem.-2)
COMPUTER-II**

Subject Code : BH-108

M.Code : 14519

Date of Examination: 20-05-2025

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 2½ (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) Which formula would you use to find the maximum value in a range of cells?
- b) What is text alignment?
- c) How multiple rows can be inserted at once?
- d) How headers and footers can be added to the worksheet?
- e) What is data validation in worksheet?
- f) In Excel, what is the purpose of the "Merge & Center" option?
- g) Is there any limit to add sheets in the workbook?
- h) How can we add title to the chart Excel?
- i) Which Excel function is used to remove duplicates from a database?
- j) What Excel feature can be used to filter data in a database?

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SECTION -B

2. What are formulas and how do you use them in spreadsheet?
3. What are custom number formats, and how can we use them to enhance readability?
4. What is "undo" and "redo" feature? How is it work in spreadsheets?
5. How can we print a specific range of cells instead of the entire worksheet?
6. Explain the process of freezing panes in spreadsheets. How does this feature help when working with large dataset?

SECTION-C

7. Explain the steps to move a worksheet to a different position within the same workbook. How can you copy a sheet from one workbook to another and what options are available when performing these actions?
8. Explain the steps to create a basic bar chart using data from a worksheet. What are the key options available when customizing the chart's design and appearance?
9. Explain how to set up a database in Excel. What are the key steps involved in organizing data into a structured database?

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