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1801E1192

Candidate's Seat No : _____

IMBA in BI/APR (NEP) Sem.-1 Examination

DSC-M-CF-113

CF

Time : 2-00 Hours]

January-2025

[Max. Marks : 50

- Instructions :** (1) This paper contains **Five** questions.
(2) All questions are compulsory.
(3) Question No. **1, 2, 3, 4** have internal options.
(4) Figures in the right side in parenthesis indicate marks.

Q:1 Explain briefly any ten functions of the internet. (10)

OR

Q:1 What is the operating system? Explain the types and functions of the operating system along with examples. (10)

Q:2 Mention the basic formatting required in MS Word and write the steps. (10)

OR

Q:2 What are the steps to track changes and to add the table of contents in MS Word? (10)

Q:3 How to add a pie chart in PowerPoint with all the labeling? (10)

OR

Q:3 Name any five slide layouts in PowerPoint and how to change the design template in the same. (10)

Q:4 Write the steps to calculate depreciation in any two ways. (10)

OR

Q:4 Write the steps for performing Vlook-up and Hlook-up and mention the differences. (10)

Q:5 Do as directed (Any 10): (10)

1. Identify the output device(s) from the list: Mouse, Printer, Monitor, Keyboard.
2. The formula to calculate the average of values in cells B1, B2, and B3 is _____.
3. The function =SUM(A1:A5) calculates the total of cells A1 to A5. (True/False)
4. What is the purpose of using the countif function?

5. Write the shortcut for saving a document and select all text in the document in Word.
6. The shortcut key to open a new document in Word is Ctrl + O. (True/False)
7. How do you apply the Heading 1 style to a title in Word?
8. Shortcut key for opening a task manager.
9. Full form of RAM and ROM.
10. The default file extension for PowerPoint presentations is _____.
11. In PowerPoint, the _____ tab is used to insert pictures, charts, and videos into slides.
12. The default layout for a new slide in PowerPoint is the Blank Slide layout. (True/False)
