

Paper-II
Paper 02 MS Office and Internet
Maximum : 50 Score

General Instructions to Candidates

- Read Questions carefully before answering.
- All questions are compulsory and only internal choice is allowed.
- When you select a question, all the sub questions must be answered from the same question itself.
- Electronic devices except non programmable calculator are not allowed in the Examination Hall.

SECTION-I
(Answer all questions)

(6 x 1=6)

1. Write the DOS command to change the directory to its parent directory.
2. _____ is used to manage files, folders and programs on Windows operating system.
3. Name the feature that helps the user to create and send bulk mails in a word processing software.
4. Write the syntax of *if* statement in Excel
5. The person who has central control over the database is called DBA
6. Give example for email address.

SECTION-II
(Answer all questions)

(8 x 2=16)

7. Write any two advantages of office automation.
8. Write the steps, in windows operating system, to create the folder 'exam' in D: drive.
9. List the steps to make a text bold and italic.
10. Write the formula to find the average of values contained in the cells B2 to B12 and G2 to G12
11. What is slide pane.
12. Identify the suitable data types in MS Access to represent the following fields in a table.
 - Name of a student
 - Date of Birth
13. Define web browser. Give an example for a web browser.
14. List any four HTML tags.

SECTION-III
(Answer any six questions)

(6 x 3=18)

15. Write a short note on Auto correct feature in MS Word.
16. Suppose you want to insert page number on every page of the document. Identify the most suitable place to specify the page number. Also write the steps to do this.
17. Write use of filter in Excel. Write the steps to create a filter.
18. Write the steps to create a chart.
19. Write the short note on slide transition.
20. Compare DBMS and Conventional System.
21. Write short note on search engines.

SECTION-IV
(Answer any Two questions)

(2 x 5=10)

22. Write the steps to create the following table in MS word.

Mark List				
Name	DC 01	DC 02	DC 03	Total
xxx	75	83	60	218
yyy	45	55	90	190
zzz	67	87	45	199

- Insert the following row between xxx and yyy.

uuu	65	72	59	196
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- Sort the table based on total mark in ascending order.

23. With the help of Excel explain the different operators used in formulae.
24. Write steps create a table 'Employee' in MS Access which contains the following fields.

Field Name	Data Type	Width
Eid	Integer	4
Name	Character	30
DOB	Date	
Sex	Character	1
Salary	Integer	5

- Create queries to perform the following.
 1. Display the details of all employees in the 'Employee' table.
 2. Display the name of the employee with the highest salary.
 3. Find the number of male employees.