

Bachelor of Vocation Semester-II (Summer-2016)

APPLIED COMPUTER SKILLS-II

(2 BVCGEC 2)

Time—Three Hours]

[Maximum Marks—40

N.B. :— Attempt ALL questions.

1. (a) Explain the concept of entering and editing cell entries in excel. 5
- (b) Explain with example's the precedence rules used by excel while evaluating formulas. 5

OR

2. (a) Explain the basic operations used in MS-Excel. 4
 - (b) List the steps for copying data between worksheets. 6
3. (a) List and explain the steps of table creation in MS-Excel. 5
 - (b) Explain the various database tools of MS-Excel. 5

OR

4. (a) How can we remove the duplicate data from a table ? Explain. 5

- (b) List and explain the role of financial functions in MS-Excel. 5
5. (a) List and explain some representative applications of a database. 6
- (b) Explain the role of management of data in DBMS. 4

OR

6. What is RDBMS ? Differentiate it with DBMS. 10
7. (a) What is authorization in DBMS ? Explain it by giving suitable example. 4
- (b) List and explain some of the examples of routine maintenance performed by DBA. 6

OR

8. Explain the role of DBA in database design. 10