AV–2572

Bachelor of Vocation (Part–I) Semester-II Examination
APPLIED COMPUTER SKILLS—II
Paper–2 BVCGEC 2

Time : Three Hours]   [Maximum Marks : 40

Note :— (1) All questions are compulsory.

(2) Figures to the right indicate full marks.

(3) Assume suitable data wherever necessary.

(4) Illustrate your answer with the help of neat sketches wherever necessary.

1. (a) What is MS-Excel? Describe the features of MS-Excel.   5

(b) Explain the "Autosum" facility in MS-Excel.   5

OR

2. (a) What is a worksheet? Describe the parts of a worksheet.   5

(b) Describe the procedure for creating a line chart. Also describe the formatting options for line chart.   5

3. (a) Describe any five mathematical functions in MS-Excel.   5

(b) Explain the advanced filters and its usage.   5

OR

4. (a) Explain the representation of database using Excel.   5

(b) What is Goal Seek? Explain how to use Goal Seek in Excel.   5

5. (a) What is RDBMS? State the properties of a RDBMS.   5

(b) Write the procedure to import data from other sources into access.   5

OR

6. (a) Explain the various datatypes supported by MS-Access.   5

(b) Write the procedure to create a database using Datasheet view.   5

7. Explain the utilities used by the database administrators.   10

8   (a) Explain granting and revoking various privileges to the users of database.   5

(b) Describe the two default database administrator user names and their passwords. State their privileges.   5