

FYBFM sem II Reg. Exam May-2022  
Malini Kishor Sanghvi College of Commerce and Economics

Class: FYBFM

1815/22

Subject: Computer Skills-2

Section B

NOTE: 1. All questions are compulsory with internal choice

Marks:40

2.All questions Carry 10 marks



Q.2 Attempt any One

A. Short note on following

1. Analog computer
2. Digital Computer

B. Short note on CPU

C. Short note on ports.

Q.3 Attempt any One

A. Short note on advantage of Internet.

B. Write short note on

1. Telnet.
2. FTP

C. Short note on WWW

Q.4 Attempt any One

A. Write steps for following.

1. How to change the font size
2. How to insert Smart Art
3. How to insert Header and Footer

B. Write steps for following.

1. How to insert bullet
2. How to insert Word Art
3. How to insert hyperlink

C. Short note on input and output devices.

**Q.5 Attempt any One**

A. Difference Between Word and Excel

B. Write steps for following

1. If score 1 is greater than 60 and score 2 is greater than 90 then result is pass else result is fail. Calculate result in column D

A	B	C	D
Name	Score 1	Score 2	Result
Richard	93	80	
Jennifer	60	91	
James	58	75	
Lisa	79	94	
Sharon	41	33	

2. Draw A Bar chart for above data.

C. Write steps for following. Use Vlookup to display result in C column

A	B	C
Names	Marks	Result
Umesh	30	
Uma	41	
Keya	80	
soham	62	
Bela	57	

**Criteria**

Marks	Grade
0	Fail
35	Pass
	Second
45	class
60	First Class
	Distinctio
75	n