



2018 VI 11

1430

Seat No. :

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Time : 2 Hours

COMPUTER APPLICATION

Subject Code

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| V | 2 | 3 | 3 |
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Total No. of Questions : 5

(Printed Pages : 3)

Maximum Marks : 50

- INSTRUCTIONS** : i) Answer **each** question on a **fresh** page.
ii) Write the number of the question and the sub question clearly.
iii) **All** questions are **compulsory**.
iv) Figures to the **right** indicate **full** marks.

1. A) Choose the correct **alternative** and **rewrite** the statement. **[1]**
i) In MS-Excel 2007 the division sign is represented by _____
a) / b) <
c) \ d) *
- B) Answer the following in **a** word or **a** phrase. **[1]**
i) Name the vertical blocks of cells that runs through the entire worksheet.
- C) Explain the following functions in MS-Excel 2007 **[3]**
i) Sum ()
ii) Average ()
iii) If ()
- D) Mention the steps to protect a worksheet in MS-Excel 2007. **[5]**
- OR
- D) Write the steps to create a Pivot table in MS-Excel 2007.



4. A) Answer the following question in **one** sentence. [1]
i) What is a day book in Tally ?
- B) Write any two disadvantages of MS-Excel 2007. [2]
- C) What is the difference between Merge cell and Split cell in MS-Excel 2007 ? [2]
- D) Name and explain any two types of Standard Charts in MS-Excel 2007. [2]
- E) Write down the steps to create a table design view in MS-Access 2007. [3]
5. A) Answer the following question in **one** sentence. [1]
i) Name the function key used to change the date in Tally.
- B) Name any four Sub Groups under Current assets in Tally. [2]
- C) What are the Golden rules of Real account and Personal account with reference to Tally ? [2]
- D) What is the difference between Primary key and Foreign key in MS-Access 2007 ? [2]
- E) State and explain any 3 disadvantages of E-Commerce. [3]
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