

Skill Based Program
(Under CBCS Pattern)
Computer Awareness
Classes: MSc/MA/M.Com I Sem
Assignment

MS-WORD

Q1 Write steps to draw table of 5 rows and 9 columns and write steps for following:

1. Insert Image in one cell
2. Merge 2 cells
3. Splits 2 cells
4. Insert row before any column
5. Apply border to cell

Q2 Write features of MS WORD. Write one paragraph about yourself and write steps to apply following formatting. Draw diagrams wherever necessary.

1. Text color
2. Text Highlight color
3. Page setup
4. Change case

MS-POWERPOINT

Q3. Suppose you are an employee of a company and you have to promote the product of the company in the market. For this design a presentation on the topic “Promotion of Product” having 7 and 8 slides and customize the important slide to display. Write all the steps to create PPT along with output.

Q4. Write the steps to create a presentation on the topic “MY COLLEGE”, create a link between two slides and insert action button on one slide and link this button with another PPT file. Explain all the steps along with output.

FUNDAMENTALS OF COMPUTER

Q5. Explain the memory of computer and write about the data access and retrieval from each memory.

Q6. What are the different types of printers? Write the working mechanism of each type of printer in detail.

INTERNET

Q7. Write steps for creating signature and vacation responder in Email.

Q8. Explain Domain name System (DNS).

MS - EXCEL

Q9 Draw and explain following:

- a) Excel window
- b) Home tab
- c) Insert
- d) Page layout

Q10.

- 1) Create a spreadsheet for monthly budget management as shown below.
- 2) Use formulas for calculation.
- 3) Calculate total budget and expenses.
- 4) Create a chart to compare budget and expenses.
- 5) Calculate percentage of saving from total budget and from total income.

HOUSEHOLD EXPENSE BUDGET

Current Budget

	\$2,400.00	\$7,020.00
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SUMMARY	BUDGET	ACTUAL	BALANCE
Total Income	\$ 7,257.00	\$ 7,020.00	\$ 237.00
Total Expenses	\$ 5,359.00	\$ 2,400.00	\$ 2,959.00

INCOME	BUDGET	ACTUAL	BALANCE	MONTHLY
Salary/Wages	\$ 5,987.00	\$ 6,000.00	\$ 13.00	
Interest Income	\$ 200.00	\$ 150.00	\$ (50.00)	
Dividends	\$ 100.00	\$ 100.00	\$ -	
Refunds/Reimbursements	\$ 55.00	\$ 20.00	\$ (35.00)	
Business	\$ 500.00	\$ 500.00	\$ -	
Pension	\$ 300.00	\$ 200.00	\$ (100.00)	
Misc	\$ 115.00	\$ 50.00	\$ (65.00)	
TOTAL	\$ 7,257.00	\$ 7,020.00		

SAVINGS	BUDGET	ACTUAL	BALANCE	MONTHLY
Emergency Fund	\$ 500.00	\$ 400.00	\$ (100.00)	
Transfer to Savings	\$ 200.00	\$ -	\$ (200.00)	
Retirement(401K, IRA)	\$ 100.00	\$ -	\$ (100.00)	
Investments	\$ 55.00	\$ -	\$ (55.00)	
Education	\$ 500.00	\$ -	\$ (500.00)	
Other	\$ 300.00	\$ -	\$ (300.00)	
TOTAL	\$ 1,655.00	\$ 400.00		

EXPENSES	BUDGET	ACTUAL	BALANCE	MONTHLY
HOME				
Mortgage/rent	\$ 2,250.00	\$ 2,250.00	\$ -	
Home/Rental Insurance	\$ 25.00	\$ -	\$ (25.00)	
Electricity	\$ 40.00	\$ -	\$ (40.00)	
Gas/Oil	\$ 44.00	\$ -	\$ (44.00)	
Water/Sewer/Trash	\$ 20.00	\$ -	\$ (20.00)	
Phone	\$ 15.00	\$ -	\$ (15.00)	
Cable/Satellite	\$ -	\$ -	\$ -	
Internet	\$ 29.00	\$ -	\$ (29.00)	
Furnishing/Appliances	\$ -	\$ -	\$ -	
Lawn/Garden	\$ -	\$ -	\$ -	
Maintenance/Improvements	\$ -	\$ -	\$ -	

MA/MSc. – 2nd Nov 2018 (1:00 PM to 2:00 PM)

M.Com. – 3rd Nov 2018 (2:00 PM to 3:00 PM)

Venue: Computer Lab

Scheme of Marks: Assignment (10 Marks) + Viva Voce (5 Marks) = 15 Marks