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RNLKWC/B.A.-CBCS/IIIS/ SEC1P./22

2022

1ST LEVEL COMPUTER

(CBCS)

(B.A. Third Semester Practical End Examination-2022)

PAPER-SEC1P

Full Marks: 20

Time: 1.30 Hrs

*The figures in the right hand margin indicate marks
Candidates are required to give their answers in their own words as
far as practicable
Illustrate the answers wherever necessary*

Answer any one question

1x15=15

[MS-WORD]

1. You are to Create your own Bio data. It must include,
 - a) Your address, pin code.
 - b) Your mob no, email
 - c) Academic qualification
 - d) Guardians information

2. Create a letter using mail merge in MS word.

Contd....P/2

[MS-EXCEL]

3.

Roll No	Student name	Hindi / Bengali	English	Physics	Chemistry	Total	Average	Grade
1	RAM	20	60	85	95	?	?	?
2	SAM	21	69	95	100	?	?	?
3	JOHN	30	79	60	20	?	?	?
4	ANIL	50	80	65	25	?	?	?

- a) Find the table number & Average in all subjects in each students
- b) Find Grade using IF function. If Average >20 then "A" otherwise "F" Grade.
- c) Count how many student "A" & "F" Grade using countif function.

[MS-POWER POINT]

4. Creating a slide show using power point.

- a) The powerpoint file should be a minimum of 3 slides
- b) 1st slide (Title/Introduction) include the following subtitles.
 - 1. College Name
 - 2. Student - ID
 - 3. Name
 - 4. Semester
 - 5. Subject

Contd....P/3

- c) Second slide insert a text box, with a couple of sentences describing about the College.
- d) Third slide insert a text box, with a couple of sentences describing about the department.

VIVA – 03

PNB - 02
