KATWA COLLEGE

4th SEMESTER HONOURS INTERNAL ASSESSMENT

EXAMINATION - 2021

DEPARTMENT: ECONOMICS

SUBJECT: Basic Computer Application (H)   **COURSE CODE: SEC-2**

FULL MARKS – 10   **TIME: 1.30 hrs**

DATE: 06/07/2021

Answer any five questions: 5 x 2 = 10
1. What is user file system?
2. How do you rename a file in DOS?
3. How do you create a heading and sub heading in MS word?
4. State the process of text highlighting in word.
5. Take five numbers from five subjects calculate the sum and average.
6. Create a column chart of the above data from question number
7. Create a presentation using five slides.
8. Export the above presentation as PDF format

Answer-scripts in PDF format to be in the following Email ID only-

Email ID: economicskcd@gmail.com