

KATWA COLLEGE
4th SEMESTER HONOURS INTERNAL ASSESSMENT
EXAMINATION - 2022

DEPARTMENT: ECONOMICS

SUBJECT: Basic Computer Applications (H)

COURSE CODE: SEC-2

FULL MARKS – 10

TIME: 1.30 hrs

DATE: 2/05/2022

Answer any five (5) questions (5*2=10)

1. How do you create a heading of a document in MS word?
2. Center alignment present in which command group and what is the shortcut key of font style change?
3. Write the process to create citation of a book.
4. Write the process to create a student table in excels by the given attribute: Roll, Name, marks of any three subjects and calculate the average.
5. How do you round off a real number up to two decimal places in excel.
6. In the question 4, how do you count the number of students in the table?
7. How many rows and columns are there in MS-Excel?