

UNIVERSITY OF EDUCATION, LAHORE (MULTAN CAMPUS)

Course Name: **Computer Networks (P)**

Course Code: COMP1116

Program: **BSIT**

Semester: **1st**

Shift: **Morning**

Total Marks: **15**

Time: **50 Minutes**

Name: _____

Roll NO: _____

Answers the following Short Questions?

5*3=15

Q 1: Write down the Shortcut Keys of following commands?

- a) Bold the text
- b) Copy & Paste
- c) Save the document
- d) Underline the text
- e) Select all
- f) Switch apps

Q 2: Write down the key steps involved in creating student's Marks sheet in Excel? (**Performance**)

Q 3: Describe the process of creating a simple formula to add, subtract, multiply, or divide numbers in Excel?