**I Semester BCA Mid-Term Examination Jan 2022**

**Subject Title: DATA PROCESSING AND ANALYTICS**

**Subject Code: GC206.1S**

**Date: 13.01.2022**

**Duration: 1 Hours Max Marks: 20**

Instruction: Answers should be written in English only.

PART- A

*Answer any FIVE questions. Each question carries TWO marks.*  (5X2=10)

1. Write the description for the following.

|  |  |
| --- | --- |
| **Name** | **Description** |
| Alignment |  |
| Font |  |
| Border |  |
| Fill |  |

1. Fill in the blanks
2. The intersection of row and column is called \_\_\_\_\_\_\_.​
3. \_\_\_\_\_\_\_\_ is the default extension of Microsoft Excel saved file.
4. \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_ are the two orientations that can be fixed in page set up.
5. Superscript and subscript facility is available in \_\_\_\_\_\_ tab of Format cells.
6. Write down the keyboard shortcuts for the following functions:-

a) Copy:

b) Paste:

c) Cut:

d) Print:

1. Write the use of following keyboard shortcuts.

a) Ctrl +U:

b) Ctrl + N:

c) Ctrl + S:

d) Ctrl + F

1. How to create digital signature in Word file to protect?
2. How can you find spelling and grammatical mistakes in MS word?
3. How can you replace multiple wrong words with correct ones at a time in MS Word?

PART-B

*Answer any TWO questions. Each question carries FIVE marks.*  (2X5=10)

1. a) Write any four tasks that you can do in Word application.

b) What is Microsoft Word? Describe any five elements of Word interface.

1. What is mail-merge? Write the steps to create mail merge in word document and explain the usage of mail merge.
2. Write Steps for Execution of the following Tasks (Apply Level)

Calculate in Excel Sheet referring the following table.

a) DA, HRA, TAX and compute Net Salary.

b) Find minimum and maximum salary from the following table.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE DETAILS** | | | **DA** | **HRA** | **GROSS** | **TAX** | **NET SALARY** |
|
| **EMP ID** | **EMP NAME** | **BASIC** | **35% of Basic** | **10% of Basic** | **Basic+ DA+ HRA** | **2% of basic** | **Gross-Tax** |
| 1 | SHAZIYA | 9000 |  |  |  |  |  |
| 2 | AFSHAN | 10000 |  |  |  |  |  |
| 3 | NAUSHEEN | 15000 |  |  |  |  |  |
| 4 | PALLAVI | 12000 |  |  |  |  |  |
| 5 | SANDHYA | 9000 |  |  |  |  |  |
| 6 | PREM | 18000 |  |  |  |  |  |
| 7 | SHILPA | 20000 |  |  |  |  |  |
| 8 | AWAIZ | 8000 |  |  |  |  |  |
| 9 | MANOJ | 5000 |  |  |  |  |  |
| 10 | TILAK | 13000 |  |  |  |  |  |