International Islamic University Chittagong

Department of Qur'anic Sciences and Islamic Studies

Final Examination – Spring 2024

Course Code: CSE-2402

Course Title: Micro Computer Application I

Time: 2 hours   Total Marks: 50

Instructions

Create a folder on the D: Drive named with your ID. Inside this folder, create three additional folders named "PPT," "Excel," and "AccessDb." Save your completed tasks in the appropriate folders:

- Save your PowerPoint task in the "PPT" folder.
- Save your Excel task in the "Excel" folder.
- Save your Access database task in the "AccessDb" folder.

Topic: MS PowerPoint (10 Marks)

1. Create a presentation titled "Introduction to Microsoft PowerPoint" with at least 5 slides.
2. Insert a slide with a title and bullet points listing the main features of PowerPoint.
3. Add an image of your choice to a slide and resize it to fit the slide layout.
4. Apply a transition effect to all slides in your presentation.
5. Add a textbox with your name and student ID to the last slide.
6. Insert a shape and customize its color and outline.
7. Apply a design template to your presentation.
8. Add a hyperlink from one slide to another within the presentation.
9. Use the "Rehearse Timings" feature to set up automatic slide timings.
10. Save your presentation in the "PPT" folder on the D: Drive under your ID.

Topic: MS Excel (10 Marks)

1. Create a new Excel workbook titled "Student Grades" with columns for "Name," "Math Grade," and "Science Grade."
2. Enter the names of five fictional students and their corresponding grades.
3. Calculate the average math and science grades for all students.
4. Format the math grade column to display numbers with two decimal places.
5. Create a bar chart to visualize the students' math grades.
6. Sort the student data alphabetically by name.
7. Protect the worksheet to prevent accidental changes to the data.
8. Use the SUM function to calculate the total of all grades.
9. Insert a comment with feedback for one of the students.
10. Save your spreadsheet in the "Excel" folder on the D: Drive under your ID.

Topic: MS Access Database (20 Marks)

1. Create a new Access database titled "University Database."
2. Design a table named "Students" with fields for "StudentID," "Name," "Major," and "GPA."
3. Enter data in the "Students" table with data for at least five students.
4. Design a table named "Courses" with fields for "CourseID," "CourseName," and "Credits."
5. Enter data into the "Courses" table for at least three courses.
6. Create a query to display the list of students and their majors.
7. Design a form for data entry into the "Students" table.
8. Generate a report that lists all courses and their corresponding credit hours.
9. Establish a relationship between the "Students" and "Courses" tables.
10. Save your Access database in the "AccessDb" folder on the D: Drive under your ID.

International Islamic University Chittagong
Faculty of Shari'ah & Islamic Studies
Final Examination, Spring 2023

Course Code: CSE 2402   Course Title: MicrocomputerApplication I

Total marks: 10   *Time: 12 minutes*

ID: Department:

1. Which function is used for division in MS excel?   1
   a. =DIV( )
   b. =DIVISION ( )
   c. DIV ( )
   d. None.

2. What is the extension of powerpoint file?   1
   a. Powp
   b. .ext
   c. .docx
   d. .ppt

3. What is the extension of excel file?   1
   a. .excl
   b. .xl
   c. .xls
   d. None

4. Which statement is used for condition in MS excel?   1
   a. =COND ( )
   b. =IF( )
   c. =IFCOND( )
   d. None

5. Which statement is correct?   1
   a. =IF (true statement, false statement, condition)
   b. IF (true value, false value, condition)
   c. =IF (condition, true value, false value)
   d. None

6. _____ is the function for summation operation in MS excel.   1

7. Columns of the excel file will be defined by _____ letters.   1

8. Each box in excel file can be identified by a _____ and a _____.   1

9. Spreadsheet is a _____.   1

10. Presentation slides should be_____.   1
    a. Easy and understandable
    b. Non-detailed terminology.
    c. Acceptable to audience.
    d. All of the above.

International Islamic University Chittagong
B.A. (Hon's) for all departments of FSIS
Final Examination Autumn-2021

Course Code: CSE-2402
Time: 2 hours 30 minutes)

Course Title: Microcomputer Application I
Full Marks: 50

[Answer any Five questions from the followings]

1. Complete each statement by writing appropriate word in each blank.   10

a. Microsoft windows 7 is an example of a .... software.
b. To write H_2O and $(a+b)^2$ in a word document you have to use ...... & ...... font effects accordingly.
c. To activate a hyperlink you have to click on that link with holding the ..... key.
d. MS PowerPoint is one kind of .... software.
e. In MS PowerPoint the visual movements of one slide to another is called slide.......
f. In MS excel a column letter and row number combine to form a.........
g. In MS excel you work in a document area called a.......

2. Choose the word or phrase that completes each statement.   10

a. In the Windows suit of PC operating system families, the latest is......
i) Windows XP ii) Windows 10 iii) Windows Me iv) Windows vista
b. In default mode which appears in the bottom of the desktop of Windows operating system.....
i) Taskbar ii) Folder iii) Mouse pointer iv) Scroll bar
c. A.... is a list of commands, keystrokes or other actions that have been saved and given a name.
i) Macro ii) Text Formatting iii) Hyperlinks iv) Text Editing
d. In a MS Excel program, a........ is a set of worksheets in the same file.
i) Formula ii) Label iii) Workbook iv) Value
e. To insert a formula in MS Excel, preface the cell entry with the......
i) ; ii) > iii) = iv)?
f. .... is one of the most popular presentation programs.
i) Ms Excel ii) MS word iii) MS Access iv) MS PowerPoint
g. In MS PowerPoint,....... can be defined as the movement of text, pictures, auto shapes and other slide objects with or without sound effects.
i) Reording slide ii) Hiding slide iii) Animation iv) Slide show

3.   10
Create a PowerPoint presentation which should include the followings:

a. Use appropriate Graphs charts
b. Number of slides are Five with separate built in design
c. Automatic slide transition, animation with slide show

4)   10

Create a work sheet for a computer vendor "Power Line" having the following cell titles:

(a) Product Name (b) Unit Price (c) Quantity (d) Total (e) Subtotal (f) Discount(5%) (g) Grand total

5)

Create a PowerPoint presentation which should include the followings: 10

a. Text, picture, audio and video
b. Number of slides are three with separate built in design
c. Automatic slide transition, animation with slide show

6)

Create a shortcut of any Microsoft Excel document file from your desktop.   10

    a) On desktop create a file and folder and rename it according to your nick name.
    b) Move the file into that folder and delete the folder temporarily.
    c) Search the following in your computer:
       i) All file and folder   ii). All JPG file   iii). All DOC files
    d) Move your taskbar to the right side of your desktop.

7)   10

Create a work sheet for a Restaurant "KFC" having the following cell titles:

(a) Food Name (b) Unit Price (c) Food Quantity (d) Total (e) Subtotal (f) Discount(15%) (g) Grand total

Bismillaher Rahmanir Rahim
International Islamic University Chittagong
Faculty of Shariah
B.A. (Hon's) Program
Semester Final Exam   Spring-2019
Course Code: CSE-2402 Title: Micro Computer Application I
Time: 2 ½ hours   Full marks: 50

[Answer any two from question number 2 to 4. Question no. 1 is mandatory. Figures in the right margin indicate full marks]

1.   What can you do with your MS-EXCEL and MS-POWERPOINT?   10

2. a) Create a chart by MS-EXCEL by giving some data.   08
    b) From a set of data try to sort that data by ascending order.   08
    c) Write a comment in MS-EXCEL.   04

3. a) Create a table and input the salary of 10 employees. One column must be *increment of the*   10
        salary. Create a column to find the new salary. Write some *comments* against some data.
    b) Create 6 slides of writing the description about *Shariah faculty* in MS POWER POINT and   10
        try to animate it after 1 seconds by looping.

4. a) Show the following functions in MS-EXCEL: 09
        i) copy-paste, iii) window, iv) adding a clip art.
    b) Show how we can search by a search engine using a keyword.   04
    c) How can you create an account for e-mail----show step by step?   07

END