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1(Sem-8/FYUGP)BNC(A)/SECI

2025

INFORMATION TECHNOLOGY

(Skill Enhancement Course)

Paper Name: Office Automation & Advanced Excel

Paper Code: BIT-SEC-A-131

Full Marks: 30

Time: One and Half Hours

(The figures in the margin indicate full marks for the questions)

Answer in English

1. Answer the following questions:

1x4=4

- a) What is the name of first super computer ?
 - (i) CDC 6600
 - (ii) PARAM
 - (iii) IBM 7030
 - (iv) Eants Stimulatory
- b) The intersection of column and a row in a worksheet is called -----.
 - (i) Column
 - (ii) Address
 - (iii) Value
 - (iv) Cell
- c) What does BIOS stand for?
 - (i) Basic Input Output System
 - (ii) Binary Input Output System
 - (iii) Basic Integrated Output System
 - (iv) Binary Integrated Output System
- d) Which of the following is a primary memory ?
 - (i) Hard Disk
 - (ii) RAM
 - (iii) USB
 - (iv) CD-ROM

2. Answer any three of the following questions:

2x3=6

- a) Write any two differences between hardware and software.
- b) What do you mean by sorting & filtering ?

- c) What is cell address in Excel ?
- d) What is power point ?

3. Answer any two of the following questions: 5x2=10

- a) What is computer ? Explain different characteristics of computer.
- b) How do you create a new database in MS Access ?
- c) What is pivot table ? What are uses of pivot table in Excel ?

4. Answer any one of the following questions: 10x1=10

- a) What are the common MS Excel Formulas ? Explain with example. 3+7=10
- b) Explain different components of MS Access. 10
