| CODE - GOLD |

oct-2008   **Marks : 50**

Q.1 Write down the formulas in Ms-Excel to Calculate Total, Average, Highest and Lowest for the following work sheet ?   13

	A	B	C	D
1	Item Description	JAN	FEB	MAR
2	Floppy Disk	1,220	1,230	1,500
3	Printer	1,60,000	8,000	50,000
4	Ribbon	2,000	2,500	2,000
5	Mouse	50,000	50,000	58,000
6	Keyboard	29,000	26,000	24,000
7	TOTAL			
8	AVERAGE			
9	HIGHEST			
10	LOWEST			

OR

Q.1 Explain Edit menu and tools menu with 6 options & its uses.   13

Q.2 Write steps to create Query in Ms-Access, Using a Wizard & using design view.   12

OR

Q.2 A) Write down steps for following :-   6
1) To move the insertion point to the beginning of a document.
2) To move down one paragraph.
3) To Insert pagenumbers & pagebreak.
4) To Insert a blank column to the left of a table.
5) To merge and split cells.
6) To change the width of column.

B) Explain following terms :-   6
1) Wordwrap Feature of Ms-Word.
2) Different views of a Ms-Word document
3) Different Indents on Ruler - line.

Q.3 A) Explain the terms :- Wroksheet, Work Book, Cell and Cell Range.   7

B) Explain pie chart and Bargraph with Example   6

OR

Q.3 Explain the steps to create a presentation In Ms-Powerpoint using :-   13
1) Auto Content Wizard.
2) Existing presentation.
3) Design Template.
4) Creating presentation from scratch.

Q.4 A) What is mailmerge ? What are the steps involved in mailmerge ?   8

B) Explain any four text functions in Ms-Excel.   7

OR