Computer Science [Minor]
[NEP-CBCS]
B.Sc. First Semester End Examination-2023
PAPER: COS-MI 01P
[Practical]

Full Marks: 20   ***Time: 02 Hrs***

The figures in the right hand margin indicate marks
Candidates are required to give their answers in their own words as
far as practicable
Illustrate the answers wherever necessary

Group A
[MS-WORD]

Answer any one question: **1x15= 15**

1. Create front page of your practical note book in MS word.

2. Design a time-table form (or class routine) for your college. As following instructions –

    • The first line should mention the name of the college in 18 point, Arial Font and should be Bold

    • The second line should give the course name / Department name in 14 point Arial.

    • Remaining are 12 point Arial.

3. Create your own bio-data in MS-Word

4. Create a new year greeting card.

5. Prepare a grocery list having four columns (serial number, The name of the product, quantity and price) as following

   - The name of the products are Sugar, Corn, Coconut Oil & Tea.
   - Title is "Grocery List" with 14 point, Time New Roman Font and Bold.
   - The Headings of the column should be in 12 point and Bold.
   - The rest of the document should be in 10 point, Time New Roman.

6. Demonstrate following at a single page

   - Header and footer
   - Page borders
   - Page colour
   - Page number
   - Word art

Group B

[MS-Excel]

Answer any one question: **1x8= 8**

7. Enter the following data in Excel sheet

SL.No	Employee ID	Basic Pay	DA	TA	HRA	Gross salary
1	C001	4000				
2	C002	20000				

| 3 | C003 | 15000 | | | | |
| 4 | C004 | 27000 | | | | |

Calculate following –

   - DA = 60% of Basic pay
   - TA = 4% of Basic pay
   - HRA = 12% of Basic pay
   - Gross Salary = Basic +DA+ TA+ HRA
   - Draw pie graph about gross salary

8. Enter the following data in Excel sheet

SL.No	Roll No	Name	Total marks	Grade
1	2312	N. Jana	97	
2	2313	P. Rahul	72	
3	1314	R. Sarma	80	
4	2315	N. Nandi	50	

Calculate the grade on the basis of following guidelines

If Marks	Then grade
$>=90$	A+
$>=80<90$	A
$>=70<80$	B
$>=60<70$	C
$<=50$	F

9. Enter the following data in excel sheet

SL.No	Roll No	Math	Physics	Computer	Total Marks
1	8225	59	90	97	
2	8467	77	60	81	
3	8300	65	58	79	
4	8900	80	96	82	
5	9800	45	67	39	

Calculate following

- Total Marks = Math + physics + Computer
- Draw pie graph about Total marks
- Full sheet sort by in order Z to A

10. Enter the following data in excel sheet

State	Qtr 1	Qtr 2	Qtr 3	Qtr Total	Qtr average
W.B	2050	2800	1500		
U.P	1220	1515	1800		
Delhi	1800	2000	2300		
Panjab	3000	2500	2400		

Calculate following

- Qtr Total = Qtr1 + Qtr2 + Qtr3
- Qtr average = Qtr total / 3
- Draw column graph about Qtr1, Qtr2, Qtr3

11. Enter the following data in excel sheet

Expenses	Oct	Nov	Total	Average
Insurance	1000	1000		
Telephone	423	526		
Utilities	75	85		
Cable TV	330	370		
Mobile Recharge	200	200		

Calculate following

- Total = Oct + Nov
- Average = Total/2
- Draw pie graph of Total

12. Create a table Student using Table Handling feature, include five columns and five rows taking your own data in MSWORD. i) delete a row and column ii) insert a row and column

13. Type in the following spreadsheet, and format it to look like the sample below.

Instruction

i) Type in all text and numbers shown in the spreadsheet below.

ii) Format all numbers with appropriate formats.

iii) Centre the spreadsheet heading "Weekly Income Schedule" across the spreadsheet

iv) Format all text as displayed in the sample below

v) Create formulas to calculate the Total Exp (Total Expenditure).

vi) Create formulas to calculate the total for each column.

vii) Apply all borders and shading (colour) shown in the sample below, feel free to Experiment with your colour schemes.

	A	B	C	D	E	F
1	**Weekly Income Schedule**					
2	Date	Expenditure	Refund	Total Exp	Income	Profit $
3	06-May	423.98	62		550	
4	13-May	598.12	67.73		780	
5	20-May	410.45	45		659.9	
6	27-May	499.1	33.75		653.98	
7	03-Jan	370.25	28.12		583	
8	10-Jan	440.8	56.25		589.12	
9	17-Jan	530.25	51.75		695.8	
10	24-Jan	490.55	96.75		663.6	
11						
12	Total					

Group B

[MS-EXCEL]

14. Create the following Worksheet salary (Enter at least 5 records)

Name	Basic	HRA	TA	Deductions	Gross Pay	Tax	Net Pay

Calculations are done as follows:

HRA = 50 % of Basic ; TA = 10 % of Basic

Assume your deductions

Gross Pay is Basic + HRA + TA - Deductions

Tax is 30 % of Gross pay

Net Pay is Gross Pay - Tax

In above table find the average (or mean) salary, count of employees getting less than average salary.

15. Create the following Worksheet that shows the number of planes arriving in an airport in the morning (AM) arrivals and in the afternoon (P.M).

Day	AM Arrivals	PM Arrivals
Monday	80	40
Tuesday	65	45
Wednesday	50	75
Thursday	58	60

Friday	150	80
Saturday	40	68
Sunday	30	100

Prepare a line graph showing the daily arrivals for both AM and PM.

Viva – 03

PNB – 02