

Exam. Code : 404402

Subject Code : 5652

**Diploma in Computer Application (Full Time)**

**2<sup>nd</sup> Semester**

**PC COMPUTING—II**

**Paper—II**

Time Allowed—3 Hours] [Maximum Marks—50

**Note :—** Attempt any **five** questions. All questions carry equal marks. The students can use only non-programmable and non-storage type calculator.

**SECTION—A**

1. What is a spreadsheet ? What are the advantages of using spreadsheet ? What are the various components of Excel ? Discuss in detail. 10
2. (a) Differentiate between a workbook and a worksheet. Give the steps in sequence to create a workbook and move between workbooks. 5  
(b) What is relative referencing ? What are its advantages over the absolute referencing ? 5

**SECTION—B**

3. Write the steps to perform following tasks in context of printing the worksheet :  
(a) Title(s) should be repeated on every page. 3

- (b) Page orientation should be Landscape. 3
- (c) Printing cell borders. 4
4. What do you understand from the term 'filtering of data' ? What are the options provided by auto filter and explain each one in detail ? 10

### SECTION—C

5. What are the various methods to create a table in MS Access ? Explain with suitable examples. 10
6. Discuss the following queries in detail :  
Action query, append query and crosstab query. 10

### SECTION—D

7. What are forms ? Explain the different ways of designing a form ? Explain the different from layout in brief. 10
8. (a) What is the advantage of Report Wizard over an Auto Report ? 5
- (b) What are the different auto reports available in Access ? 5