6. Explain the process of the following in MS-Access :

   (a) Creating a Query

   (b) Converting Data into a Table.

7. Create a Data Entry Form in MS-Access and generate reports using form queries with suitable example.

8. Illustrate the procedure of adding different types of graphs while making your report in MS-Access.

PC COMPUTING-II

Paper - II

Time Allowed—2 Hours]   [Maximum Marks—50

Note :—There are **Eight** questions of equal marks. Candidates are required to attempt any **Four** questions.

1. Write the procedure to calculate data across worksheets in Excel using suitable example.

2. Explain the concept of Relative Cell Reference and Absolute Cell Reference with example.

3. Explain the use of different types of graphs in order to visualize the data.

4. Explain the role of the following in MS-Excel :

   (a) What-if analysis

   (b) Auto and Advance Filters.

5. Explain the process of creating a Database in MS-Access. Also, discuss various operations performed on it.