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CCFUP/1st Sem /BBAHM/25(NEP)/Pr.

2025

1st Semester Examination

BBAHM

Paper : SEC 1-P

(Computer Fundamentals)

(Practical)

Set - II



Full Marks : 40

Time : Two Hours

The figures in the margin indicate full marks.

Answer *all* the questions :

1. Using the Mail merge facility send a notice of Annual General Meeting of a Public Limited Company of any five persons stating their names, address and phone no.
10
2. (a) The run of the two teams of a cricket match are as follows :

| <u>Over</u> | <u>India (Run)</u> | <u>Australia (Run)</u> |
|-------------|--------------------|------------------------|
| 5 | 45 | 38 |
| 10 | 94 | 88 |
| 15 | 125 | 122 |

P.T.O.



(2)

| | | |
|----|-----|-----|
| 20 | 145 | 152 |
| 25 | 172 | 187 |
| 30 | 205 | 225 |
| 35 | 247 | 257 |
| 40 | 281 | 293 |
| 45 | 305 | 309 |
| 50 | 338 | 335 |

Show these runs and over in a line chart.

- (b) From the following information calculate the amount of depreciation under straightline balance method using MS-Excel :

Cost of the computer – Rs. 30,000

Scrap value at the end of the life – Rs. 4,000

Average useful of the computer – 6 years 7+3

3. (a) Create a 4×3 table and insert the following data in MS-Word :

| <u>Roll No.</u> | <u>Part-I</u> | <u>Part-II</u> |
|-----------------|---------------|----------------|
| VU/COM-II/009 | 235 | 490 |
| VU/COM-II/011 | 250 | 510 |
| VU/COM-II/013 | 220 | 470 |

- (i) Insert a new row at the top of the existing row.

(3)

- (ii) Type "Students Progress Report" in the first cell of the newly created row.
 - (iii) Being the title "Students Progress Report" at centre of the first row and merge all the cells of the first row.
- (b)
- (i) Visit at least three educational websites and create bookmarks for them in a new folder named "Academic Resources".
 - (ii) Display the browsing history and then clear the browser history and cache.
 - (iii) Log into your email account.
 - (iv) Compose a formal email to your teacher with the subject "Submission of Assignment".

6+4

4. Create a presentation on "Role of Artificial Intelligence in Business" with at least 5 slides. 10

[Viva-voce – 10 Marks]

