

MAY 2012

**P/ID 77513/  
PMBN/PMB1N**

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Time : Three hours

Maximum : 100 marks

PART A — (5 × 6 = 30 marks)

Answer any FIVE questions.

All questions carry equal marks.

1. State the uses of flow chart.
2. Discuss the find and replace feature in MS Word.
3. In MS-Excel file, what is the procedure for adding or deleting a worksheet?
4. Distinguish between the local and global variables.
5. What are the advantages of using pointers in a program?
6. Give the necessity of text formatting in Word.
7. Write short note on string handling functions.
8. What are the basic properties of formulas in MS-Excel?

PART B — (5 × 10 = 50 marks)

Answer any FIVE questions.

All questions carry equal marks.

9. Explain features of DOS and Windows OS. Distinguish between them.
10. How to combine two columns of similar data eliminating duplicates?
11. Explain how formulas are edited in Excel.
12. Distinguish between structures and arrays.
13. How can an array of structures be initialized? Explain with example.
14. Explain the technique of picture insertion and alignment in word.
15. Discuss the different generations of computers.
16. Discuss the features of MS Excel. How it can be helpful to managers?

PART C — (1 × 20 = 20 marks)

(Compulsory)

17. Write the steps involved to create application in Excel for keeping a record of 250 employees of a company with the following : age, gender, designation, department and salary.