10. Write the syntax and purpose of the following functions in a spreadsheet:

(i) Sumif()

(ii) Date()

(iii) Counta()

(iv) Vlookup()

(v) Pmt() (5)

30/11/17 morning

[This question paper contains 4 printed pages.]

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.

2. Question No. 1 is compulsory.

3. Attempt 9 questions in all.

4. Marks are indicated against each question.

5. Attempt parts of a question together.

1. Attempt **any five** of the following:

(a) Differentiate between insert merge field and insert word field in the context of mail merge.

P.T.O.

(b) How would you insert different headers on a three page word document?

(c) Define primary key. Why should a table have a primary key field?

(d) Explain giving examples different uses of lookup wizard. What is the data type of the field for which lookup wizard is used?

(e) Differentiate between bound, unbound and calculated controls using forms in databases.

(f) What are the uses of a name box in a spreadsheet?

(g) How can you protect only a particular column in a spreadsheet? (2*5=10)

2. You are a journalist working on an article. Describe different views available in a word document for editing and state their purpose. (5)

3. How is a table of content different from indexing? Explain the steps to create them. (5)

4. What do you mean by join property in database? Briefly enumerate the types of joins with the help of suitable examples. (5)

5. Briefly describe the types of queries using query wizard with suitable database illustrations. (5)

6. You are the database manager for a firm that maintains a database of its employees and products. Name the four database objects that you will work on stating the utility of each of them. (5)

7. Describe briefly the suitability of using the following in a power point presentation:

(i) title master

(ii) slide master

(iii) handout master

(iv) notes master

(v) headers and footers (5)

As a financial analyst working on spreadsheets, explain the purpose of using data tables and goal seek with the help of examples. (5)

9. Differentiate between object linking and embedding in a spreadsheet. State their advantages and disadvantages. (5)