

2021

## COMPUTER SCIENCE (General)

Paper Code: IV  
[New Syllabus]  
(Supplementary)  
(Practical)

### INSTRUCTION TO THE CANDIDATES

On the top of the every page of your answer script write your name, Registration no. , Roll no. , Subject, Paper code, page no. , candidate signature and date of examination. After completion of the examination take pictures or scan all the pages of your answer script serially as per the page number and make a single pdf file, Rename the file by your name.

Send the pdf file to this email id: **computer.sc.kck@gmail.com**

Full Marks: 50

**Attend any five questions from the following**

10 X 5 =50

1. How to use any formula in excel file.
2. Make a graph representation in a excel sheet.
3. How and why to use header and footer in MS word.
4. Show a simple page formatting in MS word
5. How to add special effects in a PPT file
6. Show time control in PPT.
7. Show margin use in MS word.