



ROLL NO.	
ID NO.	

**PRESIDENCY UNIVERSITY, BENGALURU
SCHOOL OF LAW**

Max Marks: 30

Max Time: 180 Mins

Weightage: 30 %

ENDTERM FINAL EXAMINATION

I Semester AY 2017-18

Course: **FOU 101 COMPUTER FUNDAMENTALS**

30 DEC 2017

Instructions:

- Should be done in computer only.
- Pen Drives and External Drives are not allowed inside the Lab.
- Save Your File in the Desktop with your Name and Registration number.

Part A

[1 Q x 15 M= 15 Marks]

- Use the below mentioned table to generate the letter for the following recipients name in the given format by using excel and word mail merge. Save the file with your Name and Registration ID.

To Mr./Ms.< Name>
<Street Name>
<City>
<State> < Zip>
<Country>

Dear <Name>

We are happy with your song and would like to invite you for final audition.

Regards

Video Production Team

S.No	Name	Street Name	City	State	Zip	Country
1	Helen	25 Peach Street	Atlanta	Georgia	30301	USA
2	Joshua	56 Dark Shadow Road	St.Louis	Missouri	63101	USA
3	Ricky	7 Richardson Drive	Dallas	Texas	75001	USA
4	Walter	88 Keeping way	Piscataway	New Jersey	08854	USA
5	Sally	192 Sunset Blvd.	Kissimmee	Florida	34741	USA

6	Barbara	203 Carpenter Drive	Hartford	Connecticut	06101	USA
7	John	56 Martin Luther Street	Chicago	Illinois	60176	USA
8	Emily	342 Beverly Hills	Los Angeles	California	90013	USA
9	Christopher	36 Carter Drive	Houston	Texas	77001	USA
10	Janet	66 University Road	Boston	Massachusetts	02115	USA

Part B

[1 Q x 15 M= 15 Marks]

2. From the below mentioned table generate the following image and save in one File with your Name and Registration ID for a, b, c .
- 3-D Area Chart in Excel, PowerPoint and Word Document. Save the File.
 - Change the marks of Maths as 86 for all Donald, Tanya and Alex. Change the marks of English as 75 for all Donald, Tanya and Alex. Save the File.
 - Do the 3-D Rotation for Excel image only with X axis = 68 Degree and Y axis = 68 Degree. Save the File.

S.No	Name	Maths	Physics	English	Chemistry
1	Donald	76	45	72	61
2	Tanya	56	82	59	67
3	Alex	46	63	62	69



**PRESIDENCY UNIVERSITY, BENGALURU
SCHOOL OF LAW**

Max Marks: 30

Max Time: 120 Mins

Weightage: 30 %

**2017 BBA LL.B (H),B.COM LL.B (H) ,BA LL.B (H) I SEMESTER
MID SEMESTER EXAMINATION**

I Semester AY 2017-2018

Course: **FOU101 COMPUTER FUNDAMENTALS**

26 OCT 2017

Instructions:

- i. Should be done in computer only
- ii. Pen Drives and External Drives are not allowed inside the Lab
- iii. Scientific and non-programmable calculators are permitted

Part A

(1Q x 10 M= 10 Marks)

1. Write a letter to Dean SOL dated Oct 28, 2017, stating that you will not be attending college for one week starting from Nov 6, 2017 to Nov 11, 2017 due to family function at home.

The following should be incorporated:

- a) The Font Size should be Times New Roman 10
- b) From Address and To Address should be Bold and Underlined

Part B

(1Q x 20 M= 20 Marks)

2. From the salary table below calculate the following for all employees in Excel.

- a) Gross Pay
- b) Net Pay

S.No	Name of the Employee	Basic Pay (In Dollars) Per Year	House Rent Allowance (In Dollars) Per Year	Gross Pay = (Basic Pay + House Rent Allowance) (In Dollars) Per Year	Net Pay = Gross Pay - (20% of Gross Pay) (In Dollars) Per Year
1	Alex	36000	6000		
2	Betty	38400	7200		
3	Charles	51600	8400		
4	David	66000	13200		
5	Earl	72000	14400		
6	Frey	43200	6400		
7	Gatting	50400	10800		
8	Harry	63600	12000		
9	Irene	44400	8400		
10	Jackie	39600	7200		