

ROLL NO:



**PRESIDENCY UNIVERSITY,
BENGALURU**

SCHOOL OF LAW

MID TERM EXAMINATION

Odd Semester: 2018-19

Course Code: FOU 101

Course Name: Computer Fundamentals

Branch & Sem: BA/B.Com/BBA/I Sem

Date: 30 October 2018

Time: 2 Hours

Max Marks: 60

Weightage: 20%

Instructions:

- (i) **Compulsory one ms-word question to be answered (10 marks)**
- (ii) **Compulsory two ms-excel questions to be answered (40 marks)**
- (iii) **Compulsory one ms-power point question to be answered (10 marks)**

SET A

(9Q = 60 marks)

1. Create a resume in MS WORD. Include word features for the same.
2. Create a letter indicating that your college is conducting a seminar on Mobile Computing. Illustrate the usage of mail merge feature, if this letter has to be mailed to all the principals of MCA Colleges.
3. Create your class time table. Include word features for the same.
4. Create a Power-Point presentation with five slides about your University adding all the animations
5. Make a Power point presentation on any Current affair with five slides
6. Using various Charts compare the performance of 3 students in their examination. Create Line, Bar, Pie charts for the following data.

NAME	MARK1	MARK2	MARK3
Anto	96	85	45
Ignatius	80	59	85
Griffin	78	89	45

7. To calculate HRA, DA, TA, PF, GPF, LIC, Gross salary, Deductions, Net salary from the given data in a worksheet.

ENO	Name	Basic	HRA	TA	DA	LIC	PF	GPF	GS	DED	NET
1	Akhila	20000									
2	Asagar	15000									
3	Bhaskar	10000									
4	Chirag	7820									
5	Eshwar	4569									

Where

HRA is 18% of basic

DA is 15% of basic

TA is 12% of basic

PF is 10% of basic

GPF is 5% of basic

LIC is 7% of basic

GS (Gross salary) = Basis + HRA + DA + TA

DED (Deduction) = PF + GPF + LIC

NET (Net salary) = GS - DED

8. Create a Pie-Chart in MS-Excel to depict monthly sales of a product. Assume appropriate data.
9. Create a suitable examination database in EXCEL and find the sum of the marks (total) of each student and respective class secured by the student rules.

Pass if marks in each subject ≥ 35

Distinction if average ≥ 75

First class if average ≥ 60 but < 75

Second class if average ≥ 50 but < 60

Third class if average ≥ 35 but < 50

Fail if marks in any subject is < 35

Display average marks of the class, subject wise and pass percentage.

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- (iii) **Compulsory one ms-power point question to be answered (10 marks)**

SET B

(9Q = 60 marks)

1. Create a profile in MS WORD. Include word features for the same.
2. Create a letter indicating that your college is conducting a seminar on IOT. Illustrate the usage of mail merge feature, if this letter has to be mailed to all the principals of MCA Colleges.
3. Create your class time table using table structure. Include word features for the same.
4. Create a Power-Point presentation with five slides about your Course adding all the animations
5. Make a Power point presentation on Sports in India with five slides
6. Using various Charts compare the performance of 3 students in their examination. Create Line, Bar, Pie charts for the following data.

NAME	MARK1	MARK2	MARK3
Shinde	90	83	47
Narayan	85	58	83
Vittal	88	88	47

7. To calculate HRA, DA, TA, PF, GPF, LIC, Gross salary, Deductions, Net salary from the given data in a worksheet.

ENO	Name	Basic	HRA	TA	DA	LIC	PF	GPF	GS	DED	NET
1	Akhila	30000									
2	Asagar	18000									
3	Bhaskar	9000									
4	Chirag	8820									
5	Eshwar	5569									

Where

HRA is 18% of basic

DA is 15% of basic

TA is 12% of basic

PF is 10% of basic

GPF is 5% of basic

LIC is 7% of basic

GS (Gross salary) = Basis+HRA+DA+TA

DED (Deduction) =PF+GPF+LIC

NET (Net salary) =GS-DED

8. Create a Pie-Chart in MS-Excel to depict monthly sales of a product. Assume appropriate data.

9. Create a suitable examination database in EXCEL and find the sum of the marks (total) of each student and respective class secured by the student rules.

Pass if marks in each subject ≥ 35

Distinction if average ≥ 75

First class if average ≥ 60 but < 75

Second class if average ≥ 50 but < 60

Third class if average ≥ 35 but < 50

Fail if marks in any subject is < 35

Display average marks of the class, subject wise and pass percentage.

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Date: 30 October 2018

Time: 2 Hours

Max Marks: 60

Weightage: 20%

Instructions:

- (i) **Compulsory one ms-word question to be answered (10 marks)**
- (ii) **Compulsory two ms-excel questions to be answered (40 marks)**
- (iii) **Compulsory one ms-power point question to be answered (10 marks)**

SET C

(9Q = 60 marks)

1. Create and Design Leave Application Form
2. Create a letter indicating that your college is conducting a seminar on Management Skills. Illustrate the usage of mail merge feature, if this letter has to be mailed to all the principals of MBA Colleges.
3. Create your class time table. Include word features for the same.
4. Create a Power-Point presentation with five slides about Academic Pressure on Students adding all the animations
5. Make a Power point presentation on any Current affair with five slides
6. Using various Charts compare the performance of 3 students in their examination. Create Line, Bar, Pie charts for the following data.

NAME	MARK1	MARK2	MARK3
Antony	96	85	45
Joseph	80	59	85
Alli	78	89	45

7. To calculate HRA, DA, TA, PF, GPF, LIC, Gross salary, Deductions, Net salary from the given data in a worksheet.

ENO	Name	Basic	HRA	TA	DA	LIC	PF	GPF	GS	DED	NET
1	Akhila	20000									
2	Asagar	15000									
3	Bhaskar	10000									
4	Chirag	7820									
5	Eshwar	4569									

Where

HRA is 18% of basic

DA is 15% of basic

TA is 12% of basic

PF is 10% of basic

GPF is 5% of basic

LIC is 7% of basic

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DED (Deduction) = PF + GPF + LIC

NET (Net salary) = GS - DED

8. Create a Pie-Chart in MS-Excel to depict monthly sales of a product. Assume appropriate data.
9. Create a suitable examination database in EXCEL and find the sum of the marks (total) of each student and respective class secured by the student rules.

Pass if marks in each subject ≥ 35

Distinction if average ≥ 75

First class if average ≥ 60 but < 75

Second class if average ≥ 50 but < 60

Third class if average ≥ 35 but < 50

Fail if marks in any subject is < 35

Display average marks of the class, subject wise and pass percentage.

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Date: 30 October 2018

Time: 2 Hours

Max Marks: 60

Weightage: 20%

Instructions:

- (i) **Compulsory one ms-word question to be answered (10 marks)**
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- (iii) **Compulsory one ms-power point question to be answered (10 marks)**

SET D

(9Q = 60 marks)

1. Use smart art and create organization chart of your University
2. Create a letter indicating that your University is conducting a seminar on Computer Skills. Illustrate the usage of mail merge feature, if this letter has to be mailed to all the principals of Law Colleges.
3. Create your class time table. Include word features for the same.
4. Create a Power-Point presentation with five slides about Indian Education System adding all the animations
5. Make a Power point presentation on any Current affair with five slides
6. Using various Charts compare the performance of 3 students in their examination. Create Line, Bar, Pie charts for the following data.

NAME	MARK1	MARK2	MARK3
Jyoti	95	84	46
Anil	81	58	86
Shilpa	79	88	46

7. To calculate HRA, DA, TA, PF, GPF, LIC, Gross salary, Deductions, Net salary from the given data in a worksheet.

ENO	Name	Basic	HRA	TA	DA	LIC	PF	GPF	GS	DED	NET
1	Akhil	21000									
2	Amar	16000									
3	Narayan	11000									
4	Ananya	8820									
5	Bhar	5569									

Where

HRA is 18% of basic

DA is 15% of basic

TA is 12% of basic

PF is 10% of basic

GPF is 5% of basic

LIC is 7% of basic

GS (Gross salary) = Basis+HRA+DA+TA

DED (Deduction) =PF+GPF+LIC

NET (Net salary) =GS-DED

8. Create a Pie-Chart in MS-Excel to depict monthly sales of a product. Assume appropriate data.

9. Create a suitable examination database in EXCEL and find the sum of the marks (total) of each student and respective class secured by the student rules.

Pass if marks in each subject ≥ 35

Distinction if average ≥ 75

First class if average ≥ 60 but < 75

Second class if average ≥ 50 but < 60

Third class if average ≥ 35 but < 50

Fail if marks in any subject is < 35

Display average marks of the class, subject wise and pass percentage.



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**PRESIDENCY UNIVERSITY
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SCHOOL OF LAW

SET A

END TERM FINAL EXAMINATION

Odd Semester: 2018-19

Date: 27 December 2018

Course Code: FOU101

Time: 3 Hours

Course Name: Computer Fundamentals

Max Marks: 80

Programme & Sem: BA/B.Com/BBA.,LL.B.(Hons.) & I Sem

Weightage: 40%

Instructions:

- (i) **All questions are compulsory**

Part A

Answer **all** the Questions. **Each** question carries ten marks.

(2Qx10M=20)

1. Prepare a brief write up about any 5 IPC sections on MS-Word document. Brief should consist of at-least two paragraphs for each IPC section chosen.
2. Write a couple of paragraphs about any one course you liked in your current semester:
 - a. Text – Times new roman
 - b. Text size (Heading): 12
 - c. Text size (words): 10
 - d. Text – Justified
 - e. Spacing between lines: 1.15
 - f. Spacing between paragraphs: 1.5
 - g. Should contain a table
 - h. Header/Footer and Page number

Part B

Answer the Question. Question carries **thirty** marks.

(1Qx30M=30)

3. Prepare a MS-Excel sheet detailing donations (Cash/Food/Clothes) received to be disbursed to the earthquake victims in Uttarakand and then mail merge with MS-Word by thanking all the people who have contributed.

Note:

- a. MS-Excel should contain 20 rows and 6 columns relating to details of donation.
- b. MS-Word letter should contain 2 paragraphs thanking the donors with appropriate formatting.

Part C

Answer the Question. Question carries **thirty** marks.

(1Qx30M=30)

4. Prepare a MS- Power point presentation, detailing top 05 Criminal Lawyers and top 5 Civil lawyers and their contributions from across the globe with one from each category from India.

Note: PPT should have the following:

- a. Proper sequence
- b. Good formatting
- c. Animation
- d. Spacing



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SCHOOL OF LAW

SET B

END TERM FINAL EXAMINATION

Odd Semester: 2018-19

Date: 27 December 2018

Course Code: FOU101

Time: 3 Hours

Course Name: Computer Fundamentals

Max Marks: 80

Programme & Sem: BA/B.Com/BBA.,LL.B.(Hons.) & I Sem

Weightage: 40%

Instructions:

(i) **All questions are compulsory**

Part A

Answer **all** the Questions. **Each** question carries **ten** marks.

(2Qx10M=20)

1. Prepare your resume on MS- Word document and write a letter to a Law firm requesting for an internship position for summer.
2. Write a couple of paragraphs as to why you choose Law course in Presidency University and format it with the following criteria:
 - a. Text – Times new roman
 - b. Text size (Heading)- 12
 - c. Text size(words)- 10
 - d. Text – Justified
 - e. Spacing between lines: 1.15
 - f. Spacing between paragraph: 1.5
 - g. Should contain a table
 - h. Header/Footer and Page number

Part B

Answer the Question. Question carries **thirty** marks.

(1Qx30M=30)

3. Prepare a MS-Excel sheet detailing donations (Cash/Food/Clothes) received to be disbursed to the flood victims in Karnataka and Kerala and then mail merge with MS-Word by thanking all the people who have contributed.

Note:

- a. MS-Excel should contain 25 rows and 8 columns relating to details of donation.
- b. MS-Word letter should contain 2 paragraphs thanking the donors with appropriate formatting.

Part C

Answer the Question. Question carries **thirty** marks.

(1Qx30M=30)

4. Prepare a MS- Power point presentation, detailing top 10 Lawyers in India.

Note: PPT should have the following:

- a. Proper sequence
- b. Good formatting
- c. Animation
- d. Spacing



Roll No

**PRESIDENCY UNIVERSITY
BENGALURU**

SCHOOL OF ENGINEERING

SET C

END TERM FINAL EXAMINATION

Odd Semester: 2018-19

Date: 27 December 2018

Course Code: FOU101

Time: 3 Hours

Course Name: Computer Fundamentals

Max Marks: 80

Programme & Sem: BA/B.Com/BBA.,LLB (Hons.) & I Sem

Weightage: 40%

Instructions:

- (i) **Compulsory one ms-word question to be answered (15 marks)**
- (ii) **Compulsory two ms-excel questions to be answered (50 marks)**
- (iii) **Compulsory one ms-power point question to be answered (15 marks)**

1. Create and Design Time Table of your class considering short break and lunch break.
2. Create a letter indicating that your University is conducting Moot Court Competition.
Illustrate the usage of mail merge feature, if this letter has to be mailed to all the principals of Law Colleges.
3. Create and Design a Resume. Show the formatting features also.
4. Create a Power-Point presentation with five slides about your College / University adding all the animations
5. Make a Power point presentation on Human Rights.
6. Prepare an excel sheet to Calculate the Income tax of an Individual from the given data

Net Income Range	Income Tax Rates
Up to Rs. 2,50,000	Nil
Rs. 2,50,001 to Rs. 5,00,000	5% of the Total Income – 2,50,000
Rs. 5,00,001 to Rs. 10,00,000	Rs. 12,500+20% of the total Income – 5,00,000
Above Rs. 10,00,000	Rs. 1,12,500 + 30% of the Total Income – 10, 00, 000

7. Prepare an excel sheet to Calculate the Internal Marks of Students from the given assumptions. Assume the following conditions and format as mentioned below.

Reg No	Student Name	Internal (70 Marks)	Prefinal (70 Marks)	Internal + Prefinal Converted to (20)	Assignment (05)	Attendance %	Attendance (5)	Total (30) [Calculated Internal Marks]
							>=91, 5, >=86, 4, >=81, 3, >=75, 2,	

8. Prepare an excel sheet to Calculate the Electricity bill with the following conditions and the format as mentioned below.

Monthly Consumption	Rates / Unit
Upto 30 Units	Rs. 3.25/-
Between 31 and 100 Units	Rs. 4.70/-
101 to 200 Units	Rs. 6.25/-
Above 200 Units	Rs. 7.30/-

Current Month Meter Reading	Previous Month Meter Reading	Units Consumption	Amount to be paid

9. Create a bar and a line chart in excel for the following data. Include Chart Titles, Legend, Data Labels and Axis Titles.

Month	Bears	Dolphins	Whales
Jan	8	150	80
Feb	54	77	54
March	93	32	100
April	116	11	76
May	137	6	93
June	184	1	72



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SET D

END TERM FINAL EXAMINATION

Odd Semester: 2018-19

Date: 27 December 2018

Course Code: FOU101

Time: 3 Hours

Course Name: Computer Fundamentals

Max Marks: 80

Programme & Sem: BA/B.Com/BBA.,LLB (Hons.) & I Sem

Weightage: 40%

Instructions:

- (i) **Compulsory one ms-word question to be answered (15 marks)**
- (ii) **Compulsory two ms-excel questions to be answered (50 marks)**
- (iii) **Compulsory one ms-power point question to be answered (15 marks)**

1. Create and Design Resume. Include the word features
2. Create a letter indicating that your University is conducting Moot Court Competition. Illustrate the usage of mail merge feature, if this letter has to be mailed to all the principals of Law Colleges.
3. Create and Design Time Table of your class. Include the word features.
4. Create a Power-Point presentation with five slides about "Online Education"
5. Make a Power point presentation on "How to a Teacher of Tomorrow"
6. Prepare an excel sheet to Calculate the Income tax of an Individual from the given data

Net Income Range	Income Tax Rates
Up to Rs. 2,50,000	Nil
Rs. 2,50,001 to Rs. 5,00,000	5% of the Total Income – 2,50,000
Rs. 5,00,001 to Rs. 10,00,000	Rs. 12,500+20% of the total Income – 5,00,000
Above Rs. 10,00,000	Rs. 1,12,500 + 30% of the Total Income – 10, 00, 000

7. Prepare an excel sheet to Calculate the Internal Marks of Students from the given assumptions. Assume the following conditions and format as mentioned below.

Reg No	Student Name	Internal (70 Marks)	Prefinal (70 Marks)	Internal + Prefinal Converted to (20)	Assignment (05)	Attendance %	Attendance (5)	Total (30) [Calculate Internal Marks]
							>=91, 5, >=86, 4, >=81, 3, >=75, 2,	

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