

2025

(FYUGP)

(1st Semester)

ECONOMICS

(Skill Enhancement Course)

Paper Code : EC1.SEC1

(Elementary Computer Application in Publication of Data)*Full Marks : 15**Pass Marks : 40%**Time : 2 hours*

(PART : B – DESCRIPTIVE)

(Marks : 5)

*The questions are of equal value**Answer **any one** of the following questions.*

Long Answer Question (Write any 1)

5 mark

1. What are the key elements involved in creating an effective PowerPoint presentation? Elaborate on the role of slides, transitions, animations, and timing.

16L/160a

(Turn Over)

Subject Code : EC

2

2. Explain the concept of data visualization through charts. Discuss how different chart types (e.g., Column, Pie, Line) are suited for representing different kinds of data comparisons.
3. Critically analyse the impact of social media on modern society. Discuss its major advantages and disadvantages, supporting your arguments with examples.

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Paper Code – EC1.SEC1

(**Elementary Computer Application in Publication of Data**)

(**PART : A – OBJECTIVE**)

(*Marks – 10*)

The figures in the margin indicate full marks to the questions

A. Put a Tick (✓) mark against the appropriate answer in the
brackets provided: 0.5x10 =5

1. Which Excel feature allows you to see what input value is needed
to achieve a desired result?

- | | |
|----------------------|----------|
| (a) Data Table | () |
| (b) Scenario Manager | () |
| (c) Goal Seek | () |
| (d) Pivot Table | () |

2. A network that covers a small geographic area like an office is a:

(a) WAN

(b) LAN

(c) MAN

(d) PAN

3. Buying and selling goods online is known as:

(a) E-Business

(b) E-Learning

(c) E-Commerce

(d) E-Banking

4. A visual effect that occurs when moving from one slide to the next in PowerPoint is called

(a) Animation

(b) Transition

(c) Format

(d) Layout

5. Which of the following

(a) MS Excel

(b) MS PowerPoint

(c) MS Access

(d) MS Word

6. The tool used to

(a) Chart

(b) Graph

(c) Pivot

(d) Data

7. The state

(a)

(b)

(c)

(d)

EC1.SEC

a: 5. Which of the following is an example of a DBMS?

(a) MS Excel

(b) MS PowerPoint

(c) MS Access

(d) MS Word

6. The tool used to summarize and analyze large datasets dynamically is a:

(a) Chart

(b) Graph

(c) Pivot Table

(d) Data Table

7. The standard protocol suite of the internet is:

(a) HTTP

(b) FTP

(c) TCP/IP

(d) SMTP

8. Which network topology connects all devices to a central hub?

- (a) Bus
- (b) Star
- (c) Ring
- (d) Mesh

B. Answer any *five* of the following questions.

1. What is the key

9. A collection of worksheets is called a:

- (a) Spreadsheet
- (b) Workbook
- (c) File
- (d) Folder

10. Which MS Office application is used to create dynamic slideshows?

- (a) MS Word
- (b) MS Excel
- (c) MS PowerPoint
- (d) MS Access

B. Answer any *five* of the following questions:

1x5=5

1. What is the key difference between DBMS and RDBMS?

3. List two formatting features in MS Word.

4. Define 'What-If Analysis'.

5. What is the primary advantage of using a Pivot Table?

6. What does the protocol 'TCP/IP' do?

7. List one advantage and one drawback of E-Commerce.

8. Define a 'Workbook' in MS Excel.

9. What is the purpose of 'Freezing Panes'?