

105 (EL/EF) THIRD TEST SOLUTION

Government Polytechnic College, Jodhpur
Department of Computer Science (NBA Accredited)

Programme: Diploma
Course: Computer & IT Fundamentals
Course CODE: 105
Max.Marks : 15

Class Test: III

Session: 2017-18
Year: Ist
Time: 07:45 to 08:45
Date: 11-04-2018

Instructions to candidates: Attempt Any Three Questions

SI#	Question	Marks	CO MAPPING
1	Explain different types of views in Power Point. पावर पॉइंट में उपलब्ध विभिन्न प्रकार के व्यूज़ समझाइए।	5	CO5
2	Explain four different formulas used in Excel with example . ,क्सेल में प्रयोग में आने वाले किन्हीं चार फॉर्मूलों को उदाहरण सहित समझाइए।	5	CO5
3	Explain different types of Computer Viruses. कम्प्यूटर वायरस के विभिन्न प्रकारों का वर्णन कीजिए।	5	CO4
4	Write shortcuts for the following- 1. Cut 2. Copy 3. Paste 4. Save निम्नलिखित के शॉर्टकट्स लिखिए— 1. कट 2. कॉपी 3. पेस्ट 4. सेव	5	CO4

Ans. 1

There are 6 different views you can use to look at your PowerPoint presentation and each one has its advantages over the others. The default view in PowerPoint is normal view. This means that when you start PowerPoint, and as long as you don't change the view, you will be working in Normal View. There are two place to change to a different view: at the top of the left side panel and at the bottom of the workspace to the right (next to the zoom slider).

PowerPoint View	Description
Slides View	This is a great place to view the slides in your presentation as thumbnail-sized images while you edit. The thumbnails make it easy for you to navigate through your presentation and to see the effects of any design changes. You can also easily rearrange, add, or delete slides here
Outline View	This is a great place to start writing your content, to capture your ideas, plan how you want to present them, and move slides and text around. The Outline tab shows your slide text in outline form.
Normal View	Normal view is the main editing view, where you write and design your presentations.
Slide Sorter View	Slide Sorter view gives you a view of your slides in thumbnail form. This view makes it easy for you to sort and organize the sequence of your slides as you create your presentation, and then also as you prepare your presentation for printing.
Reading View	Use reading view to deliver your presentation not to an audience (via a large screen, for example), but instead to someone viewing your presentation on their own computer. Or, use Reading view on your own computer when you want to view a presentation not in full-screen Slide Show view, but in a window with simple controls that make the presentation easy to review. You can always switch from Reading view to one of the other views if you want to change the presentation.
Slide Show View	Use Slide Show view to deliver your presentation to your audience. Slide Show view occupies the full computer screen, exactly like an actual presentation. In this view, you see your presentation the way your audience will. You can see how your graphics, timings, movies, animated effects, and

	transition effects will look during the actual presentation.
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Ans. 2

SUM

The first Excel function you should be familiar with is the one that performs the basic arithmetic operation of addition:

SUM(number1, [number2], ...)

In the syntax of all Excel functions, an argument enclosed in [square brackets] is optional, other arguments are required. Meaning, your Sum formula should include at least 1 number, reference to a cell or a range of cells. For example:

=SUM(A2:A6) - adds up values in cells A2 through A6.

AVERAGE

The Excel AVERAGE function does exactly what its name suggests, i.e. finds an average, or arithmetic mean, of numbers. Its syntax is similar to SUM's:

AVERAGE(number1, [number2], ...)

Having a closer look at the last formula from the previous section (**=SUM(A2:A6)/5**), what does it actually do? Sums values in cells A2 through A6, and then divides the result by 5. And what do you call adding up a group of numbers and then dividing the sum by the count of those numbers? Yep, an average!

So, instead of typing **=SUM(A2:A6)/5**, you can simply put **=AVERAGE(A2:A6)**

MAX & MIN

The MAX and MIN formulas in Excel get the largest and smallest value in a set of numbers, respectively. For our sample data set, the formulas will be as simple as:

=MAX(A2:A6)

=MIN(A2:A6)

Ans. 3

1. File Infector

One of the most common types of computer viruses is a file infector. These viruses attach to host files, so this means they usually stick to files you use often. Any time you open or run the file, the virus is running. It can even take over the file completely.

2. Macro Virus

This is another type of file-based virus. It attaches to files made from programs that support macros. Some examples are Microsoft Excel and Word, and people often unknowingly download them from email attachments. A good security program scans these types of files before you download them to detect any threats.

3. Polymorphic Virus

These viruses are harder to detect. This is because security programs scan coding to identify viruses, but these specific viruses both encrypt and change their coding. They continually changing their operations over time, which may affect the programs you use.

4. Multipartite Virus

Some types of computer viruses only spread in one way, but these ones spread in several ways. Their actions usually depend on the form of operating system you use, certain programs on your computer or your use of specific files. It can have multiple actions, so it is one of the most frustrating viruses to deal with.

5. Boot Sector Virus

This type of computer virus was more common when floppy disks were popular for booting a computer. While they are not as common today, this type of virus still exists and causes problems. If your computer is infected with a boot sector virus, it will run its operations when you start it up. The program is tied to the boot menu.

Ans. 4

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|----------|--------|
| 1. Cut | Ctrl+X |
| 2. Copy | Ctrl+C |
| 3. Paste | Ctrl+P |
| 4. Save | Ctrl+S |