**Islamia University Bahawalpur, Bagdad Campus**

Department of Zoology

Final Term Examination (Practical)

**(FALL-2019 Semester)**

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| Course: | Computer Applications | Date: 25/11/19 |
| Course Code: | DSC-00004 | Semester: 3rd Semester |
| Time Allowed: | 60 minutes | Max marks: 20 Marks |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Roll No: \_\_\_\_\_\_\_\_

**INSTRUCTIONS:** Attempt All Questions.

1. Which of the following is a spreadsheet program?

(a) MS-word (b) MS-Excel

(c) MS-PowerPoint (d) MS-Access

2. MS PowerPoint is a \_\_\_\_\_\_\_\_\_\_ language?

(a) Document. (b) Spreadsheet.

(c) Presentation. (d) Programmatic.

3.Which is not a font style.?

a) Bold b) Superscript

c) Regular d) Italic

2. Give short keys for following commands.

1. Undo
2. Find
3. Cut
4. Paste
5. Save

3- Write a C++ program that takes hours, minutes, seconds and print it in 24-hour format. **(24 hour Format : 23:30:12)**

4. Generate this table on WORD file. And add hyperlink to ‘LEDS’ with the folder named MPI.

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| **VENDORS** | **COMPONENTS** | **QUANTITY IN STORE** | **DAMAGED AMOUNT** |
| SARA | RESISTOR | 250 | 70 |
| NIDA | CAPACITOR | 170 | 50 |
| IFRA | TRANSISTOR | 78 | 15 |
| AMNA | LEDS | 350 | 72 |
| FATIMA | DIODE | 270 | 150 |