

SC

[54]

No. of printed pages: 1

**SARDAR PATEL UNIVERSITY**  
**B.B.A (ITM) (I Sem.) Examination**  
**Thursday, 23 April 2015**  
**2.30 – 4.30 pm**  
**UM01CBB102 - PC Software**

**Total Marks: 60**

- 
- Q.1[A]** What is Mail Merge? Write down the steps for mail merge. [06]  
**[B]** Define Word Processing? Explain feature and advantage of it. [06]  
**[C]** Differentiate Between SAVE and SAVE AS option in MS-WORD [03]  
**OR**
- Q.1[A]** Write a short note on FIND and REPLACE Command in MS-WORD [06]  
**[B]** Explain the two page orientation of a MS-WORD [06]  
**[C]** Explain the DROPCAP Command in MS-WORD [03]
- Q.2[A]** What is Spreadsheet? Give Some Applications of it. [06]  
**[B]** Explain the following Function with its Syntax and Example. [09]  
1] PRODUCT()                      2] MOD()                      3] IF()  
**OR**
- Q.2[A]** What is Relative Referencing and Absolute Referencing? [06]  
**[B]** Explain the following Function with its Syntax and Example [09]  
1] MAX()                              2] LOWER()                      3] AVERAGE()
- Q.3[A]** What is Filter? Explain the Advanced Filter with Example. [07]  
**[B]** Explain the Chart Facility in MS-EXCEL? Explain the Column chart with Example. [08]  
**OR**
- Q.3[A]** Discuss the Pivot Table Facility in MS-EXCEL [07]  
**[B]** Define Macro and Write down the steps for create and execute macro [08]
- Q.4[A]** Explain the Different ways to run a presentation? [07]  
**[B]** Write a short note on Different View in Power Point. [08]  
**OR**
- Q.4[A]** Explain the Hyperlink facility in Power Point. [07]  
**[B]** What is Power Point? Explain the Usage of Power Point. [08]

\*\*\*\*\*