SARDAR PATEL UNIVERSITY
B B A (I Semester) Examination
24 April 2015 (Friday)
2.30 - 4.30 pm
UM01CBBS03 – Computer Application in Business

Total Marks : 60

		Marks
Q.1	**Write Down the Answers of following questions.**	
[A]	What is Computer? List the characteristics of computers and Explain any five.	[06]
[B]	Explain the general structure of DOS system.	[05]
[C]	Explain following commands : dir, cd	[04]

OR

Q.1	**Write Down the Answers of following questions.**	
[A]	Explain the functional organization of computer in brief.	[06]
[B]	Explain the term "Personal computer in Business".	[05]
[C]	Explain following commands : md, date	[04]
Q.2	**Write Down the Answers of following questions.**	
[A]	What is Mail Merge? Write down the features of Mail Merge.	[06]
[B]	Explain the Find, Replace & Go to Operations.	[05]
[C]	Write a short note on: Symbols & Bullets and Numbering	[04]

OR

Q.2	**Write Down the Answers of following questions.**	
[A]	Explain the Drop Cap Effect.	[04]
[B]	What is word processing? Write the advantage of word processing. Explain word processing.	[05]
[C]	Explain the Font dialog box.	[06]
Q.3	**Write Down the Answers of following questions.**	
[A]	Explain Spread Sheet? What are the advantages of Spreadsheet?	[06]
[B]	Explain the steps of chart Creation.	[05]
[C]	Explain following function: Product, Round, Max	[04]

OR

Q.3	**Write Down the Answers of following questions.**	
[A]	Explain how macros can be created and recorded in a spreadsheet. Also show the method of running macros with example.	[06]
[B]	Explain the use of Pivot Table in brief.	[05]
[C]	Explain the following function: Len, Mid, Min	[04]
Q.4	**Write Down the Answers of following questions.**	
[A]	Differentiate between the Blank Presentation and Template.	[06]
[B]	Explain Custom Animation in brief.	[06]
[C]	How can you insert Date & Time in your slide?	[03]

OR

Q.4	**Write Down the Answers of following questions.**	
[A]	Explain Applications of Power Point.	[06]
[B]	What is Power point? List out the types of PowerPoint views.	[06]
[C]	How we can edit the presentation slides?	[03]

—— ✗ ——