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SARDAR PATEL UNIVERSITY

BBA - ITM (3 Years) (Semester-I) NC

Personal Computer & Software Packages (UM01CBBI11)

DATE: 16/04/2016, Saturday TIME: 2:30 P.M. TO 4:30 P.M. Total Marks: 60

- Q.1 [A] Explain FONT dialog box with suitable example. [08]
- [B] Describe Mail Merge facility of MS WORD 2007. [07]

OR

- Q.1 [A] Describe PARAGRAPH dialog box. [08]
- [B] Explain PRINT option of MS WORD 2007. [07]

- Q.2 [A] Explain following functions: [08]

SUM() AVERAGE()

- [B] Describe chart facility of MS EXCEL. [07]

OR

- Q.2 [A] Explain following functions: [08]

FACT() PRODUCT()

- [B] Define Filter. Explain AUTOFILTER. [07]

- Q.3 [A] Define PowerPoint. Explain views of PowerPoint. [08]

- [B] Explain Slide Animation. [07]

OR

- Q.3 [A] Describe Hyperlink option of MS POWERPOINT. [08]

- [B] Explain Slide Transition. [07]

- Q.4 Define ACCESS. Explain advantages and disadvantages of MS ACCESS 2007. [15]

OR

- Q.4 Explain SELECT SQL QUERY. [15]

***** BEST OF LUCK *****

