

SARDAR PATEL UNIVERSITY
B.B.A. (ISM) (I Semester) (NC) Examination
Monday, 18th April 2016
2.30 am - 4.30 pm
UM01CBBS03 : Computer Application in Business

Total Marks: 60

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|-----|-----|--|------------|
| Q.1 | (A) | What is Computer? Explain Application of Computer. | [8] |
| | (B) | 1. Explain MD and RD Command with example in DOS. 2. Write a short note on floppy disk drive. | [4] [3] |
| OR | | | |
| Q.1 | (A) | What is Computer? Explain Characteristics of Computer. | [8] |
| | (B) | 1. Explain CLS and DIR Command with example in DOS. 2. Write a short note on Keyboard. | [4] [3] |
| Q.2 | (A) | What is Mail Merge? Write Steps for Creating Mail Merge in Word. | [8] |
| | (B) | 1. How to insert Date and Time in Word? 2. Give Difference Between FIND and REPLACE. | [4] [3] |
| OR | | | |
| Q.2 | (A) | What is Formatting text? Explain Font Dialog box. | [8] |
| | (B) | 1. Explain Page set up in word. 2. How to Apply Bullet and Numbering on Text? | [4] [3] |
| Q.3 | (A) | Explain following function with example: (1) LEN (2) SUMIF (3) TRUNC (4) MAX | [8] |
| | (B) | Explain Various Types of Charts. Write Steps for Creating a Chart in Ms-Excel. | [7] |
| OR | | | |
| Q.3 | (A) | Explain following function with example: (1) IF (2) COUNT (3) AVG (4) AND | [8] |
| | (B) | 1. Explain Header and Footer Facility in excel. 2. Explain sort option in spread sheet. | [4] [3] |
| Q.4 | (A) | What is PowerPoint? Explain Different View in PowerPoint. | [8] |
| | (B) | Explain Slide Transition and Slide Animation in PowerPoint. | [7] |
| OR | | | |
| Q.4 | (A) | Explain Slide Layout and Slide Design in PowerPoint. | [8] |
| | (B) | 1. How you can Insert & Delete Slides in PowerPoint? 2. What is Action Button? | [4] [3] |

*****BEST LUCK*****