[79]

SARDAR PATEL UNIVERSITY
BBA-ITM SEMESTER - I EXAMINATION
PC SOFTWARE - UM01CBBI02
DATE: 16/11/2013, Saturday   TIME: 2:30 P.M. TO 4:30 P.M.   Total Marks: 60

Q.1 **[A]** Explain effects available under Font dialog box of MS WORD.   [05]

[B] Explain Change Case Window using example.   [05]

[C] Write advantages of MS WORD.   [05]

OR

Q.1 **[A]** Explain Mail Merge Facility with suitable example.   [07]

[B] Describe Paragraph dialog box of MS WORD.   [05]

[C] Explain types of alignment of MS WORD.   [03]

Q.2 **[A]** Define EXCEL. Explain advantages of MS EXCEL.   [06]

[B] Explain following functions of MS EXCEL with syntax and example: [09]

　　　　1. PRODUCT()　　　2. SUM()　　　3. POWER()

OR

Q.2 **[A]** Give a list of applications of MS EXCEL. Define Active Cell, Cell and   [06]
Worksheet.

[B] Explain following functions of MS EXCEL with syntax and example: [09]

　　　　1. AVERAGE()　　　2. COUNT()　　　3. UPPER()

Q.3 **[A]** Explain Auto filter using appropriate example.   [05]

[B] Describe graph plotting facility of MS EXCEL.   [05]

[C] Write a note on Macro option of MS EXCEL.   [05]

OR

Q.3 **[A]** Explain Pivot Table option facility of MS EXCEL.   [05]

[B] Describe Advance filter using suitable example.   [05]

[C] Explain Sort option of MS EXCEL.   [05]

Q.4 **[A]** Explain views of PowerPoint.   [05]

[B] Describe Slide Transition.   [05]

[C] How to insert and delete a slide from a presentation?   [05]

OR

Q.4 **[A]** Define PowerPoint. Explain Hyperlink.   [06]

[B] Describe Custom Animation.   [06]

[C] Write steps to run slides automatically in slide show.   [03]

All the Best