

SARDAR PATEL UNIVERSITY
BBA(ISM) -1st SEM Examination
Computer Application in Business (UM01CBBS03)
Date: 18/11/2013
Time: 2.30 TO 4.30 P.M

Total Marks: 60

Note: All Question Carry Equal Marks.

- Q-1 [A] Draw & Explain Architecture and Organization of Computer. [08]**
[B] Define computer? Explain Any Three Characteristics of Computer. [07]

OR

- Q-1 [A] Explain in Detail Role of Personal Computer in Business? [07]**
[B] Explain the Following Dos Command. [08]

1. REN 2.RD 3.TYPE 4. MD

- Q-2 [A] Explain F5 key Facility of MS-Word. [08]**
[B] Explain Bullets & Numbering Facility of Ms-Word. [07]

OR

- Q-2 [A] What is Mail-Merge? Explain Steps to create Mail-Merge in Ms-Word. [08]**
[B] What is Table? How to create Table in Ms-Word with proper Example. [07]

- Q-3 [A] What is Excel? Explain Advantages of Ms-Excel. [08]**
[B] How to format Rows & Columns in Ms-Excel. [07]

OR

- Q-3 [A] Explain in Detail Chart Facility of MS-Excel. [07]**
[B] Explain each of the Following Function of a spreadsheet. [08]

[1] Sum [2] Upper [3] Average [4] IF

- Q-4 [A] What is Power-Point? How you can Insert & delete Slides in Ms-PP? [08]**
Explain Types of Presentation.

- [B] Short note on: Slide Transition. [07]**

OR

- Q-4 [A] Explain the Different Views Available in Ms-Power Point. [08]**
[B] Short note on: Custom Animation. [07]

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