

[2] ~~Small file~~**SARDAR PATEL UNIVERSITY**

F.Y. B.B.A. - ITM (3 Years) SEMESTER - I EXAMINATION

Friday, 25th NOVEMBER, 2016

10:00 A.M. To 12:00 P.M.

UM01CBB11: Personal Computer & Software Packages**Note:** Figures to the right indicate Marks.

All questions carry equal Marks.

Maximum Marks: 60

Q-1 (A) What is **Word Processor**? Discuss the **Benefits and Application** of Word Processor. Also describe the **Different Margins in Page Setup Menu**. [10]

(B) Write down the steps for **Creating Picture Toolbar**. [05]

OR

Q-1 (A) Discuss **Header and Footer** concept with its **Features** used in Page Setup Menu. [10]

(B) Write down the steps for **Creating Table Menu**. [05]

Q-2 (A) Define **Spreadsheet**. Explain the **Concept of Spreadsheet** and also explain the **Benefits and Application** of Excel. [07]

(B) Discuss the following Functions with Proper Syntax and Example. [08]

1). **ABS ()** 2). **MAX ()** 3). **EVEN ()** 4). **SUM ()**

OR

Q-2 (A) Explain **Chart Facility** in Excel Spreadsheet. [07]

(B) Discuss the following Functions with Proper Syntax and Example. [08]

1). **ODD ()** 2). **MIN ()** 3). **AVERAGE ()** 4). **UPPER ()**

Q-3 (A) Explain the steps for **Creating Custom Animation and Slide Transition** in detail. [07]

(B) What is **Power Point**? Explain the **Benefits and Uses** of Power Point. [08]

OR

Q-3 (A) Discuss the steps for **Creating Slide Show** in View Menu and write down the steps for **Applying Animation Schemes**. [07]

(B) Discuss the following terms: [08]

1). **Header and Footer** 2). **Color Schemes**

Q-4 (A) What is **Database**? Explain the **Procedures in Adding Field Names** and also explain the **Data Types**. [09]

(B) Discuss the following terms with its Procedures: [06]

1). **Opening and Running Access** 2). **Creating a New Database**

OR

Q-4 (A) How to **Create, Open, Add and Run the Query in Design View**. Explain with its **Procedures** in detail. [09]

(B) Discuss the following terms with its Procedures: [06]

1). **Understanding Field Properties** 2). **Understanding Query**

♣♣♣ **BEST WISHES** ♣♣♣