SARDAR PATEL UNIVERSITY
BBA ISM SEM : I EXAMINATION 2016
UM01CBBS03 : COMPUTER APPLICATION IN BUSINESS

DATE : 19/11/2016, Saturday TIME : 10.00 Am TO 12.00 PM　　　　　**TOTAL MARKS : 60**

Q.1	**[A]**	What is **computer?** Explain **applications** of computer.	[06]
	[B]	Write a note on : **Keyboard**	[05]
	[C]	Explain the following commands : **CD, CLS**	[04]

OR

Q.1	**[A]**	Explain the **functional organization** of **computer** in detail.	[06]
	[B]	Write a note on : **Hard disk**	[05]
	[C]	Explain the following commands : **MD, REN**	[04]

Q.2	**[A]**	Explain **Formatting** of **text** with **Font Dialog Box**	[06]
	[B]	Explain the **Find, Replace & Goto** Operations.	[05]
	[C]	Write a note on: **Bullets and Numbering**	[04]

OR

Q.2	**[A]**	What is **Mail Merge?** Discuss **steps** to create mail merge.	[06]
	[B]	Explain the **Drop Cap** Effect.	[05]
	[C]	How user can **insert date and time** explain in detail.	[04]

Q.3	**[A]**	Explain concept of **spread sheet** with its **advantages**.	[06]
	[B]	Explain the use of **Pivot Table** in brief.	[05]
	[C]	Explain the following commands : **MAX, UPPER**	[04]

OR

Q.3	**[A]**	List all **types** of **chart** available in excel also explain **steps** to create charts in excel.	[06]
	[B]	Explain the use of **Macro** in brief.	[05]
	[C]	Explain the following commands : **MIN, LEN**	[04]

Q.4	**[A]**	List and explain different **views** available in **PowerPoint.**	[08]
	[B]	Howe user can **insert new slide** and **delete slide** explain in detail	[07]

OR

Q.4	**[A]**	Define **PowerPoint** with its **applications.**	[08]
	[B]	Explain **Slide Animation** and **Slide Transition** in brief.	[07]

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