

(78)

SEAT No. _____

No. of printed pages: 01

SARDAR PATEL UNIVERSITY

FYBBA-ITM 3 years (Semester – I) EXAMINATION

PC Software [UM01CBBI11]

DATE: 1/11/2018, Thursday

TIME: 2:00P.M. TO 4:00P.M.

Total Marks: 60

- Q.1 [A] Explain effects available under Font dialog box of MS WORD. [08]
- [B] Describe mail merge facility of MS WORD. [07]

OR

- Q.1 [A] Explain Paragraph dialog box of MS WORD. [08]
- [B] Explain Print dialog box of MS WORD. [07]

- Q.2 [A] Describe following functions: [08]
 - 1. FACT() 2. MIN()
- [B] Describe Filter. [07]

OR

- Q.2 [A] Describe following functions: [08]
 - 1. AVERAGE() 2. MAX()
- [B] Explain chart facility of MS EXCEL. [07]

- Q.3 [A] Define PowerPoint. Explain different views of PowerPoint. [08]
- [B] Describe the option use to link slides of MS POWERPOINT. [07]

OR

- Q.3 [A] Explain custom Animation. [08]
- [B] Describe Slide Transition. [07]

- Q.4 Define ACCESS. Explain advantages and disadvantages of MS ACCESS 2007. [15]

OR

- Q.4 Explain SELECT Query using examples. [15]