

[175]

REG. No. ....

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No. of printed pages: 01

**SARDAR PATEL UNIVERSITY**

**FYBBA-ITM 3 years (Semester – I) EXAMINATION**

**PC Software [UM01CBB124]**

**DATE: 25/10/2018, Thursday**

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

**Total Marks: 60**

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- Q.1 [A] Explain Font dialog box of MS WORD with suitable example. [08]  
[B] Describe Spelling Checker facility of MS WORD. [07]
- OR
- Q.1 [A] Explain Find and Replace option of MS WORD. [08]  
[B] Explain Print dialog box of MS WORD. [07]
- Q.2 [A] Describe following functions: [08]  
1. SUM() 2. PRODUCT()  
[B] Explain chart facility of MS EXCEL. [07]
- OR
- Q.2 [A] Describe following functions: [08]  
1. AVERAGE() 2. MAX()  
[B] Define Filter. Explain AutoFilter. [07]
- Q.3 [A] Define PowerPoint. Explain different views of PowerPoint. [08]  
[B] Describe Hyperlink option of MS POWERPOINT. [07]
- OR
- Q.3 Explain custom Animation and slide transition. [15]
- Q.4 Define ACCESS. Explain advantages and disadvantages of MS ACCESS 2007. [15]
- OR
- Q.4 Explain SELECT Query with WHERE clause using examples. [15]

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