

[110]

SARDAR PATEL UNIVERSITY

BBA(ISM) Examination (I Semester)

Thursday, 25th October 2018

02.00 P.M. – 04.00 P.M.

Computer Application in Business (UM01CBBS03)

Total Marks: 60**Q.1**

- A. List and explain any three characteristics of computers? 7
- B. Explain following command with example: 8
Rename Directory, REN , Time, Make Directory

OR

- A. What is Computer? Explain role of personal computer in business in details. 7
- B. Explain dir command in details with example. 8

Q.2

- A. Write a short note on following: 8
Find, Replace & Goto, Bullets and Numbering.
- B. What is Word processing? Explain advantages of use word processing. 7

OR

- A. What is mail merge? Explain step to create mail merge. 8
- B. How user can insert date & time, Picture and Word Art in MS Word? Explain in detail. 7

Q-3

- A. List and Explain all math function 10
- B. Explain any two logical functions. 5
IF, AND, OR.

OR

- A. List and explain all string function. 10
- B. Give the different type of chart available in excel. And give advantages of use chart. 5

Q.4

- A. Write a note on: Slide Transition 8
- B. How can you insert sound, Image and video in your slide? 7

OR

- A. How we can apply slide transition on slides? What are the uses of slide transition? 8
- B. How you can insert and delete slide in power point? How to create hyperlink in PowerPoint? 7

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