

SARDAR PATEL UNIVERSITY
B.Com Examination, First Semester

Date: 15/11/2019 (Friday)

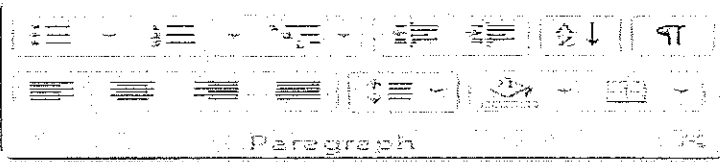
Session: Morning Time: 10.00 am To 12.00 p.m

Subject / Course Code: UB01CCOM25

Subject / Course Title: Computer Application in Business-I

Time: 2 hours

Total Weightage/ Marks: 30 Marks

Q-1.	<p>Explain any eight tools of Following Paragraph group. [નીચે દર્શાવેલા Paragraph group ના કોઈપણ આઠ ટૂલ્સ સમજાવો.]</p>  <p align="center"><u>OR(અથવા)</u></p> <p>Explain Following.(નીચેનાં સમજાવો).</p> <ol style="list-style-type: none"> 1) Find and Replace 2) Format Painter 	8
Q-2	<p>Explain Page Orientation and Page margin in detail. [Page Orientation અને Page margin વિસ્તારથી સમજાવો]</p> <p align="center"><u>OR(અથવા)</u></p> <p>What is Mail-Merge? Write the steps of Mail Merge. [Mail-Merge એટલે શું? Mail Merge ના સ્ટેપ જણાવો.]</p>	7
Q-3	<p>What is Powerpoint? Explain Uses of PowerPoint And Draw the initial screen of PowerPoint. [Powerpoint એટલે શું? PowerPoint નો ઉપયોગ જણાવી PowerPoint નો શરૂઆતનો સ્ક્રીન દોરો.]</p> <p align="center"><u>OR(અથવા)</u></p> <p>Explain Slide Layout in Powerpoint [Powerpoint માં Slide Layout સમજાવો]</p>	7
Q-4	<p>Explain Following Tools of Insert menu in PowerPoint. [PowerPoint માં નીચેનાં Insert menuના ટૂલ્સ સમજાવો]</p> <ol style="list-style-type: none"> 1) Picture 2) Text Box 3) Word Art 4) Date & Time <p align="center"><u>OR(અથવા)</u></p> <p>What is Animation in Power point? How you apply Animation in Powerpoint? [Power pointમાં Animation શું છે. Powerpointમાં Animation કેવી રીતે apply</p>	8