

[52]
ETG

SARDAR PATEL UNIVERSITY
B.Com Examination, First Semester

Date: 15/11/2019(Friday)

Session: Morning

Time: 3 hours (10.00 to 13.00)

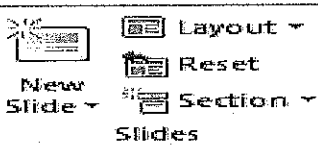
Subject / Course Code: UB01CCOM55

Subject / Course Title: Computer Application in Business – I

(Note: Figure of the right side showing marks of each Question.)

Total Weightage/ Marks:

35

Q-1	<p>What is the word Processor? Draw the screen of MS Word and explain it. (word Processor શું છે? MS Word નો સ્ક્રીન દોરી સમજાવો.)</p> <p><u>OR(અથવા)</u></p> <p>Explain Following Font Formatting Group in MS Word (MS Word માં નીચે આપેલ Font Formatting Group સમજાવો.)</p> <p>Calibri (Body) 11 A*</p> <p>B <i>I</i> <u>U</u> abc x₂ x² A</p> <p>Font</p>	9
Q-2	<p>What is a Mail Merge in MS Word? Write down the steps of Mail Merge. (MS Wordમાં Mail Merge શું છે? Mail Merge ના સ્ટેપ લખો.)</p> <p><u>OR(અથવા)</u></p> <p>Explain Following. (નીચેનાને સમજાવો.)</p> <ul style="list-style-type: none"> • Insert Header & Footer • Insert Table 	9
Q-3	<p>Explain available Presentation View in PowerPoint. (PowerPoint માં ઉપલબ્ધ એવા Presentation View સમજાવો.)</p> <p><u>OR(અથવા)</u></p> <p>Explain Following Slide Group.(નીચેના Slide Group ને સમજાવો.)</p> <p></p>	9
Q-4	<p>Write short note on slide show. (ટૂંકનોંધ લખો. - slide show.)</p> <p><u>OR(અથવા)</u></p> <p>Explain Transition & Timings in Power Point. (Power Point માં Transition & Timings સમજાવો.)</p>	8