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E76

SEAT No. \_\_\_\_\_

SARDAR PATEL UNIVERSITY

B.COM. SEMESTER – I

Subject : Computer Application-II (Discipline Specific Elective) UB01DCOM34

Date : 27-10-2018, Saturday

Time : 10-00 To 12-00 PM

Total Marks :30

Que : 1 Write about different facilities of Microsoft Word. (7)

OR

With reference to Microsoft Word explain about Line Spacing and Find and Replace.

Que : 2 With reference to Microsoft Word explain about Page Break, (8)  
Smart Art and Page Number.

OR

Write short note on Page Setup.

Que : 3 Explain the use of Power Point and explain about Screen of (7)  
Power Point.

OR

Explain Transition and Animation of Power Point.

Que : 4 Explain the procedure to insert Table and Clip Art in a Slide. (8)

OR

Explain. Slide Show and Slide Printing

(1)

(P.T.O.)