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Sardar Patel University

BBA(ISM) Examination (I Semester)

Saturday, 11th November 2017

02.00 P.M. – 04.00 P.M.

Computer Application in Business (UM01CBBS03)

Total Marks: 60

- Q.1**
- A. Explain personal computer in business in details. 7
- B. Give only use of following command: 8
Rename Directory, Date, Time, Make Directory
- OR**
- A. What is Pc software Classification (Type)? 7
- B. Explain dir command in details. 8
- Q.2**
- A. Explain the Page Setup Dialog Box. 8
- B. What is Word processing? explain advantages of use word processing 7
- OR**
- A. Explain file menu and insert menu of menu bar. 8
- B. What is mail merge? Explain step to create mail merge. 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. What is power point? Write the use of Power Point. 8
- B. How can u 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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