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SARDAR PATEL UNIVERSITY
BBA-ITM SEMESTER - I EXAMINATION
PC SOFTWARE - UM01CBB102

DATE: 16/11/2013, Saturday TIME: 2:30 P.M. TO 4:30 P.M. Total Marks: 60

- Q.1 [A]** Explain effects available under Font dialog box of MS WORD. [05]
[B] Explain Change Case Window using example. [05]
[C] Write advantages of MS WORD. [05]
- OR**
- Q.1 [A]** Explain Mail Merge Facility with suitable example. [07]
[B] Describe Paragraph dialog box of MS WORD. [05]
[C] Explain types of alignment of MS WORD. [03]
- Q.2 [A]** Define EXCEL. Explain advantages of MS EXCEL. [06]
[B] Explain following functions of MS EXCEL with syntax and example: [09]
 1. PRODUCT() 2. SUM() 3. POWER()
- OR**
- Q.2 [A]** Give a list of applications of MS EXCEL. Define Active Cell, Cell and Worksheet. [06]
[B] Explain following functions of MS EXCEL with syntax and example: [09]
 1. AVERAGE() 2. COUNT() 3. UPPER()
- Q.3 [A]** Explain Auto filter using appropriate example. [05]
[B] Describe graph plotting facility of MS EXCEL. [05]
[C] Write a note on Macro option of MS EXCEL. [05]
- OR**
- Q.3 [A]** Explain Pivot Table option facility of MS EXCEL. [05]
[B] Describe Advance filter using suitable example. [05]
[C] Explain Sort option of MS EXCEL. [05]
- Q.4 [A]** Explain views of PowerPoint. [05]
[B] Describe Slide Transition. [05]
[C] How to insert and delete a slide from a presentation? [05]
- OR**
- Q.4 [A]** Define PowerPoint. Explain Hyperlink. [06]
[B] Describe Custom Animation. [06]
[C] Write steps to run slides automatically in slide show. [03]

All the Best