SC

SEAT No._____

No. of printed pages: 01

[61]

SARDAR PATEL UNIVERSITY

FYBBA-ITM 3 years (Semester – I) EXAMINATION

PC Software [UM01CBBI11]

DATE: 17/11/2017, Friday   TIME: 2:00P.M. TO 4:00P.M.   Total Marks: 60

Q.1 [A] Explain Font dialog box of MS WORD with suitable example.   [08]

[B] Describe Print option of MS WORD.   [07]

OR

Q.1 [A] Describe Spelling Checker facility of MS WORD.   [08]

[B] Explain Find and Replace option of MS WORD.   [07]

Q.2   Describe cell formatting facility of MS WORD.   [15]

OR

Q.2 [A] Define Filter. Explain AutoFilter.   [07]

[B] Describe following functions: [08]

　　　1. COUNT()　　　　　　　　　　　2. AVERAGE()

Q.3 [A] Define PowerPoint. Explain different views of PowerPoint.   [08]

[B] Explain Slide Transition.   [07]

OR

Q.3 [A] Describe Hyperlink option of MS POWERPOINT.   [08]

[B] Explain Slide Animation.   [07]

Q.4   Define ACCESS. Explain advantages and disadvantages of MS ACCESS 2007. [15]

OR

Q.4   Explain SELECT Query with WHERE clause using examples.   [15]

———X———

1