SARDAR PATEL UNIVERSITY

BBA - ITM (3 Years) (Semester-I) NC

Personal Computer & Software Packages (UM01CBBI11)

DATE: 16/04/2016, Saturday   TIME: 2:30 P.M. TO 4:30 P.M.   Total Marks: 60

Q.1	[A]	Explain FONT dialog box with suitable example.	[08]
	[B]	Describe Mail Merge facility of MS WORD 2007.	[07]

OR

Q.1	[A]	Describe PARAGRAPH dialog box.	[08]
	[B]	Explain PRINT option of MS WORD 2007.	[07]

Q.2	[A]	Explain following functions:	[08]
		SUM() AVERAGE()	
	[B]	Describe chart facility of MS EXCEL.	[07]

OR

Q.2	[A]	Explain following functions:	[08]
		FACT() PRODUCT()	
	[B]	Define Filter. Explain AUTOFILTER.	[07]

Q.3	[A]	Define PowerPoint. Explain views of PowerPoint.	[08]
	[B]	Explain Slide Animation.	[07]

OR

Q.3	[A]	Describe Hyperlink option of MS POWERPOINT.	[08]
	[B]	Explain Slide Transition.	[07]

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

OR

Q.4		Explain SELECT SQL QUERY.	[15]

***** BEST OF LUCK *****

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