

(5) Seat No.: _____

No. of printed pages: 01

SARDAR PATEL UNIVERSITY

FYBBA-ITM 3 years (Semester – I) EXAMINATION (NC)

Personal Computer & Software Packages [UM01CBBI11]

DATE: 14/03/2017, Tuesday TIME: 2:00P.M. TO 4:00P.M. Total Marks: 60

- Q.1 [A] Explain Font formatting facility of MS WORD. [08]
[B] Explain Mail Merge Facility. [07]

OR

- Q.1 [A] Describe search and replacement facility of MS WORD. [08]
[B] Explain PRINT option of MS WORD. [07]

- Q.2 [A] Describe SUM() and AVERAGE() functions of MS EXCEL. [08]
[B] Define EXCEL. Explain advantages of MS EXCEL. [07]

OR

- Q.2 [A] Explain POWER() and MAX() functions of MS EXCEL. [08]
[B] Explain graph plotting facility of MS EXCEL. [07]

- Q.3 [A] Explain views of PowerPoint. [08]
[B] Describe Slide Transition. [07]

OR

- Q.3 [A] Define PowerPoint. Explain Hyperlink. [08]
[B] Describe Custom Animation. [07]

- Q.4 [A] Define ACCESS. Explain advantages of MS ACCESS 2007. [08]
[B] Explain SQL SELECT query with WHERE CLAUSE. [07]

OR

- Q.4 [A] Explain Field and its datatypes. [08]
[B] Describe simple SQL SELECT query with appropriate example(s). [07]

All the Best

