No. of Printed Pages: 01

(A-15)

SARDAR PATEL UNIVERSITY
BBA (Hon)-HM (SEMESTER-IV) EXAMINATION,
Wednesday, 22nd April, 2015
10:30 A.M. To 12:30 P.M.
UM04FBBH01: Computer Application-II

Total Marks: 60

Q-1. [A] Explain CLS, Version, Date and DIR command with proper Example. [08]

[B] Explain any four external command of MS-DOS. [07]

OR

Q-1. [A] Explain following Command with proper example. [08]
1. COPY CON
2. TYPE
3. COPY
4. REN

[B] Explain characteristic of personal computer. [07]

Q-2. [A] What is MS-Excel? Explain steps to create and Open Excel. [09]

[B] Explain following Terms: [06]
1. Cell
2. Active Cell
3. Work Sheet

OR

Q-2. [A] Explain steps to formatting cell in Excel. [07]

[B] What is chart? Explain steps to create chart using wizard. [08]

Q-3. [A] What is power point? Explain advantage of power point. [08]

[B] What is power point? Explain slide layout? [07]

OR

Q-3. [A] What is slide animation? What is custom animation? [08]

[B] Explain steps to assign Header and Footer in Power Point. [07]

Q-4. [A] What is MIS? Explain functions of MIS. [09]

[B] Explain following Terms: [06]
1. Management
2. System

OR

Q-4. [A] Write a short note on: MIS [10]

[B] What is Information in MIS? [05]

ALL THE BEST