[7 ¢ 9]

SARDAR PATEL UNIVERSITY
B.B.A (Hon) (SEMESTER-IV) EXAMINATION,
Tuesday, 12th April, 2016
10:30 A.M. To 12:30 P.M.
UM04FBBH01: Computer Application-II

Total Marks: 60

Q-1. Answer the following.

[1]   Explain General Characteristics of Personal Computer.   [8]

[2]   Explain Directory Related Commands of MS-DOS.   [7]

OR

Q-1. Answer the following.

[1]   Explain General Purpose Internal Command in MS-DOS.   [7]

[2]   Explain any five External command of Ms-Dos in detail.   [8]

Q-2. Answer the following.

[1]   What is Spreadsheet? Explain applications of Spreadsheet.   [7]

[2]   What is chart? How user can create chart using chart wizard?   [8]

OR

Q-2. Answer the following.

[1].   Explain Method of Formatting Cell using Format Menu in detail.   [8]

[2]   Explain Basic Formulas in Excel with example.   [7]

Q-3. Answer the following.

[1]   What is power point? Explain advantage of power-point.   [8]

[2]   Explain Slide Animation in detail   [7]

OR

Q-3. Answer the following.

[1]   Explain method of inserting Header and Footer in to slide.   [8]

[2]   How to change slide layout with proper example.   [7]

Q-4. Answer the following.

[1]   Explain Following Terms: [8]
       1. Management   2. System

[2]   Write a brief note on MIS.   [7]

OR

Q-4. Answer the following.

15 Marks

[1]   What is MIS? Explain Function of MIS in detail