

Roll No.

DD-2010

B. Com. (Part I) EXAMINATION, 2020

COMPUTER APPLICATIONS

Paper Second

(PC S/W & MM)

Time : Three Hours

Maximum Marks : 50

Note : Attempt any *two* parts from each question. All questions carry equal marks.

Unit—I

1. (a) Write the steps of inserting a table and charts in MS-Word with suitable example.
- (b) What is the importance of formatting in MS-Word ? Explain the different options in formatting.
- (c) Explain the following :
 - (i) Mail Merge
 - (ii) Clip Art

Unit—II

2. (a) What are the Macros ? Explain step by step procedure to record a macro.
- (b) Write any *five* mathematical functions in MS-Excel.

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- (c) Explain the following :
 - (i) Goal Seek
 - (ii) Sort and Filter

Unit—III

3. (a) Explain the following terms :
 - (i) Custom animation
 - (ii) Rehearse timing
- (b) How are the graphics, sound and movies inserted in MS-PowerPoint ?
- (c) Describe the advantages of MS-PowerPoint.

Unit—IV

4. (a) What are the characteristics of Table and Form ? Write down the steps to create a table in MS-Access.
- (b) What is Relationship ? Explain the steps to create relationship in MS-Access.
- (c) Describe any *five* field types in MS-Access.

Unit—V

5. (a) Describe animation and types of animation.
- (b) Explain any *two* sound file formats and its features.
- (c) Explain shape tweeing. How can we perform shape tweeing in flash ?

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