

H

Roll No.

BCH-403

B. COM. (FOURTH SEMESTER)

MID SEMESTER EXAMINATION, 2021

COMPUTER APPLICATION IN BUSINESS

Time : 1½ Hours

Maximum Marks : 50

**Note : (i) Answer all the questions by choosing
any *one* of the sub-questions.**

(ii) Each question carries 10 marks.

**1. (a) What is Footnoting ? What is form letter
merging ? 10 Marks (CO1)**

OR

**(b) How to open a new file in MS WORD ?
How to insert a table in MS-Word ?**

10 Marks (CO1)

P. T. O.

(2)

BCH-403

2. (a) How to create a new slide in PowerPoint ?
How to create animation in PowerPoint presentation ?
10 Marks (CO2)

OR

- (b) What is page formatting ? Explain with examples.
10 Marks (CO2)
3. (a) Why we use word processors in place of typewriter ?
10 Marks (CO1)

OR

- (b) How to insert Bullets and numbering in MS-word ? Explain in detail.
10 Marks (CO1)

4. (a) How to apply a theme in PowerPoint ?
What is format background feature ?
explain in detail.
10 Marks (CO2)

OR

- (b) How to create presentation in PowerPoint ?
List any *five* features to create a presentation and describe them.
10 Marks (CO2)

(3)

5. (a) What is Mail merge option ? Explain with example.
10 Marks (CO2)

OR

- (b) Explain the basics of Presentation. Explain different features of PowerPoint presentation.
10 Marks (CO2)