

Roll No. ....

Total No. of Printed Pages : 4

**Code No. : BB-140**

Online Annual Examination, 2022

**B.Com. Part I**

**Computer Application**

**Paper II**

[P.C. Software and Multimedia]

Time : Three Hours ]

[ Maximum Marks : 50

*Note : Section 'A' containing 10 very short answer type questions, is compulsory. Section 'B' consists of short answer type questions and Section 'C' consists of long answer type questions. Section 'A' has to be solved first.*

**Section 'A'**

Answer the following Very Short Answer Type Questions in one or two sentences : **1×10=10**

1. What is file extension of word document ?
2. What is shortcut key for UNDO ?
3. How many worksheet available in MS-Excel ?
4. Write how to rename the worksheet ?
5. What is use of MS-PowerPoint ?

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6. How to print four slides in one page ?
7. What is back end in any application ?
8. What is DBMS ?
9. What do you mean by multimedia ?
10. Write the name of softwares for multimedia.

**Section 'B'**

Answer the following Short Answer Type Questions in about 150-200 words : **3 × 5 = 15**

1. Write steps for creating and saving new document.

**Or**

What is header and footer ? Write steps For insert header and footer.

2. Describe data validation.

**Or**

Write steps for insert chart in MS-Excel.

3. What is slide transition ? Explain how to applying slide transitions.

**Or**

Explain how to rehears timing in slide show ?

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4. How to create table in MS-Access ?

**Or**

Explain how to importing data from excel sheet in MS-Access.

5. Write about transformation using in flash.

**Or**

Explain object properties dialog box of flash.

**Section 'C'**

Answer the following Long Answer Type Questions in about 300-350 words : **5×5=25**

1. What is Mail-merge ? Write the step-by-step procedure for Mail-merge.

**Or**

Describe page layout tab of MS-Word.

2. Explain the math and trig functions with giving suitable example.

**Or**

Explain sort and filter options of MS-Excel.

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3. Describe the animation tab using in MS-PowerPoint.

**Or**

Describe the slide show and view tab.

4. Explain, how to creating reports in MS-Access ?

**Or**

Explain, how to use query wizard in MS-Access ?

5. Explain, how to create a new movies in flash ?

**Or**

Describe object and filling tools of flash.

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