

2021

**INFORMATION TECHNOLOGY AND ITS
APPLICATION IN BUSINESS- GENERAL**

**B.Com (Honours & General)
Semester-III
Practical Examination -2021
PAPER-SEC 3.1 Chg**

MODULE-II

Full marks: 40

Answer any **two** of the following questions.

2×20=40

1. How to Use Mail Merge in Microsoft Word (step by step).
2. How you can calculate Average and Sum in Ms Excel using formula. What do you mean by Spread sheet?
3. How to Merge Cells in a Table in Microsoft Word? How to Choose Paper Size in Microsoft Word?
4. How to Add Picture Borders in Microsoft Word? How to Change Text to WordArt in Microsoft Word.
5. How you can **sort data** in Ascending order in Ms Excel.
6. Which Application software of Ms Office Package is suitable for presentation? Prepare a new product launching presentation (with in 4 slide).