Roll No. ☐☐☐☐☐☐☐☐☐

M.Sc. (DFSM)-10
2nd Year Examination, Calendar Batch 2016
Understanding Computer Application

Time : 3 Hours]   *[Max. Marks : 100*

*Note. Attempt any **Five** questions. All questions carry equal marks.*

Q.1   How can you set slide transition timings? Can you print more than one slide per page, if yes then how.

Q.2   (a) What is the of FTP? Use out look express to send an Email?

Q.3   (a) What are the computer maintenance issues we should remember to prevent problems?

Q.4   (a) What are the options in the delete cells dialog box?
          (b) How can records be added to a data source?

Q.5   What is Ergonomics? What effects can prolonged exposure to computer screens have on your eyes?

Q.6   Use bulleted lists in the presentation and try to change the text colour use header and footer in the presentation?

Q.7   What are the basic steps involved in Mail Merge? How do you merge the main document and the data file in Mail Merge.

Q.8   (a) What is default page numbering format?
          (b) What is a short cut to print preview?