

Roll No.

E-3010(S)

B. Com. (Part I) Suppl. EXAMINATION, 2021

(New Course)

COMPUTER APPLICATION

Paper Second

(PC Software and Multimedia)

Time : Three Hours]

[Maximum Marks : 50

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

Unit—I

1. Write the steps of creating a new word document and saving it desktop as well as document folder of computer.
2. What is the difference between copy paste and cut paste ?
3. What do you mean by review tab ?

Unit-II

4. What is data validation ? Explain the method to set error alert.
5. Explain the method of wrapping text in a cell.
6. What is Excel ribbon ?

Unit-III

7. Explain the method of changing and inserting new background in Power Point slide.

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8. How can you merge shapes in MS-Power Point ?
9. What is slide orientation ? Explain its types.

Unit–IV

10. Explain the method of creating form in MS-Access.
11. Explain the method of exporting data from Excel sheet.
12. Explain the different types of queries.

Unit–V

13. Explain the different file formats in multimedia.
14. Explain the types of transition in animation.
15. Explain the steps of creating a movie.