

Roll No.

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D-3010

B. Com. (Part I) EXAMINATION, 2020

(New Course)

COMPUTER APPLICATION

Paper Second

(PC Software and Multimedia)

Time : Three Hours]

[Maximum Marks : 50

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

Unit—I

1. (a) Explain the various options available in word for formatting paragraphs.
- (b) How creating a table using design view and form wizard view ? Explain with example.
- (c) Write short notes on the following :
 - (i) Protect document
 - (ii) Mailing tab

Unit—II

2. (a) What are the differences between absolute and relative cell references ?
- (b) What are three report formats that are available in Excel ? Write name and explain.

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- (c) Explain various chart methods available in MS-EXCEL with examples.

Unit—III

3. (a) Explain entering and editing text in Power Point presentation.
- (b) What is slide transition ? How can you apply the same slide transition to all the slides at a time ?
- (c) Write short notes on the following :
 - (i) Hyperlink and action
 - (ii) Page Setup option

Unit—IV

4. (a) Discuss the types of form and explain different adding and deleting controls in MS-Access.
- (b) What is Query ? What are the different options in creating a query ?
- (c) Briefly describe Datasheet tab in access.

Unit—V

5. (a) Write and explain the principles and applications of multimedia.
- (b) How to create new movie in flash ? Write steps and explain.
- (c) Discuss hardware and software resources requirement for animation.

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