

ED-2010
B Com (Part I) EXAMINATION, 2021
COMPUTER APPLICATION

Paper second
(PC S/W & MM)

Time: 3 hours

Maximum Marks: 50

Note : Attempt any Two part from each question . All questions carries equal marks

UNIT 1

Q 1	(a)	What are the various function of page setup? Explain them with Example
	(b)	What do you understand by templates and wizard?
	C)	What is Mail merge? Explain Process of mail merge using example.
UNIT 2		
Q 2	(a)	Explain about data validation and filter option in excel with example.
	(b)	What is cell refrencing? Explain about relative and absolute cell addressing
	(c)	Define Any 5 Math functions.
UNIT 3		
Q 3	(a)	Explain about slide master and it's utility in PowerPoint software.
	(b)	Explain different slide Transition effects.
	(c)	Explain different type Animation.
UNIT 4		
Q 4	(a)	What is Ms-Acess?
	(b)	Explain Defining data and creating table in Ms-Acess.
	(c)	Explain different type of query?
UNIT 5		
Q 5	(a)	Explain different type of Animation ?
	(b)	Explain Any Five Tools of Photoshop.
	(c)	What is Multimedia? Explain different graphics package with the feature.