SJN-305

B.Com. (Part-I) Main Examination, 2021
COMPUTER APPLICATION
[Paper : Second]
(PC Software and Multimedia)

Time Allowed : Three Hours

Maximum Marks : 50

Minimum Passing Marks : 17

Note : Question paper is divided into five Units. Attempt all Units. Answer any one question from each Unit. All questions carry equal marks.

UNIT-I

1. What is the Word Processing Software ? Explain its features.

OR

2.   Write short notes on :

(a)   Page Setup

(b)   Spelling and Grammer check

UNIT-II

3.   What are the use of Excel Sheet ? Inserting various types of chart in a sheet. Explain.

OR

4.   Write about :

(a)   Header and Footer

(b)   Autosum

UNIT-III

5.   Why we use Powerpoint Software ? Creating new slides with drawing option.

OR

6.   Write short notes on :

(a)   Speed and sound of PPT

(b)   Clipart and Smart Art

UNIT-IV

7.   How to create a database in M.S. Access ? Explain the features of DBMS with the help of MS Access.

OR

8.   Describe :

(a)   Pivot chart and table view

(b)   Relationship field

UNIT-V

9.   What is Multimedia ? Write applications of Multimedia. Explain 2D/3D Animation.

OR

10.   Write short notes on :

(a)   Hardware and Software requirement for animation

(b)   Rectangle and Polystar tool

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