

**B.Com Examination, Second Semester****Monday, Date: 27/03/2017****Session : Morning****Time : 10.00 Am to 12.00 Pm****Subject / Course Code: UB02ECOM17****Subject / Course Title : Computer Applications – III****Paper : :- Presentation Skill and Best Practices****Total Weightage/ Marks: 30**

Que : 1 Give uses of Power Point and How to make new file in Power Point? Explain. (7)

OR

Which items includes as a Smart Art in Power Point?  
How they can use? Explain.

Que : 2 Explain in detail about Slide Show Menu in Power Point. (8)

OR

Explain with reference to Power Point.

1. Animation
2. Transition

Que : 3 What is Gujarati IME in Computer? How to install Gujarati IME in computer? Explain. (8)

OR

Explain various methods to transfer data from computer.

Que : 4 What is Virus ? How to prevent Computer System from Virus? Explain. (7)

OR

Explain.

1. Worms
2. Spyware
3. Adware

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