

SMT.S.I.PATEL IPCOWALA COLLEGE OF COMMERCE, PETLAD
INTERNAL EXAMINATION, September-2018
SUBJECT: - Computer Application in Business-I
SUBJECT CODE:- UB01CCOM25

DATE: 27-09-2018(Thursday)
CLASS: B.COM. SEMESTER -I

TIME: 1 HR.(8.00 to 9.00)
MARKS: 30 Marks

Q-1(A)	What is the word Processor? Draw the screen of Word and Explain it. [Word Processor એટલે શું? Word નો screen દોરીને સમજાવો.] OR Explain -[સમજાવો] 1.Change Case	8
Q-1(B)	Explain Following. [any one]- નીચેનાને સમજાવો [ગમે તે એક] 1.Water Mark 2. Insert picture in document OR Write Steps for Mail Merge. [Mail merge ના સ્ટેપ લખો]	7
Q-2(A)	Draw PowerPoint screen and Explain it. [Power point screen દોરી સમજાવો] OR What is animation in power point? How you apply animation in PowerPoint? [Power point માં Animation એટલે શું - સમજાવો પાવરપોઈન્ટમાં એનિમેશન કેવી રીતે લાગુ કરો છો?]	8
Q-2(B)	Write short note on Slide show. [ટૂંકનોંધ લખો. Slide show] OR Write Timing & Transition setting in Power Point. [Power Point માં Timing અને Transitionsના સેટિંગ સમજાવો.]	7