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E+G

Page No.

No. of Printed Pages : 2

Sardar Patel University
B.Com. – Ist Semester
Subject Code: UB01CCOM25
Computer Application in Business-I

Date: 25-10-2018 (Thursday)
Time: 10:00AM to 12:00PM

Total Marks: 30

Note: Figure of the right side showing marks of each question.

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|---|--|---|
| 1 | Explain the various use of MS Word. | 8 |
| | OR | |
| | Explain paragraph formatting in MS Word with detail. | 8 |
| 2 | What is Page Layout? Explain Water mark. | 7 |
| | OR | |
| | Explain the use of Smart Art and Shape in detail. | 7 |
| 3 | Explain the various features of power point in detail. | 8 |
| | OR | |
| | Explain about Theme and Transition of Power Point. | 8 |
| 4 | Write the steps to insert Audio and Video into slide. | 7 |
| | OR | |
| | Write the steps to insert animation into presentation. | 7 |

(1)

(PTO)