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**F-3010**

**B.Com. (Part - I) Examination, 2022**

**(New Course)**

**COMPUTER APPLICATION**

**PAPER SECOND**

**(PC Software and Multimedia)**

*Time : Three Hours]*

*[Maximum Marks:50*

**Note : Attempt any two parts from each unit. All questions carry equal marks.**

**Unit - 1**

1. (a) What is mailmerge? Write step of mailmerge.
- (b) Explain find-replace and header-footer option of word.
- (c) Explain insert tab and page layout tab of MS-

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**Unit - 2**

2. (a) How to insert chart in MS-Excel? Explain types of chart.
- (b) Explain any 3 mathematical and 3 statistical function with syntax.
- (c) Explain the sort and filter option of MS Access.

**Unit - 3**

3. (a) Write the steps to insert Table, Chart and Hyperlink in slide.
- (b) Explain slide show and view tab.
- (c) Explain any four (4) options of Home Tab.

**Unit - 4**

4. (a) What is DBMS? Explain feature of DBMS.
- (b) Explain pivot table, sort and filter option.

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- (c) Write short notes on
  - (i) Exporting data to Excel and MS Word
  - (ii) Data type and formatting option.

### **Unit - 5**

- 5. (a) Explain Hardware and Software requirement for animation.
- (b) Explain animate text and drawing and painting with tools.
- (c) Explain motion tweening and shape tweening.