D–3010

B. Com. (Part I) EXAMINATION, 2020

(New Course)

COMPUTER APPLICATION

Paper Second

(PC Software and Multimedia)

Time : Three Hours]   *[Maximum Marks : 50*

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

Unit—I

1. (a) Explain the various options available in word for formatting paragraphs.

   (b) How creating a table using design view and form wizard view ? Explain with example.

   (c) Write short notes on the following :

      (i) Protect document

      (ii) Mailing tab

Unit—II

2. (a) What are the differences between absolute and relative cell references ?

   (b) What are three report formats that are available in Excel ? Write name and explain.

[2]

   (c) Explain various chart methods available in MS-EXCEL with examples.

Unit—III

3. (a) Explain entering and editing test in Power Point presentation.

   (b) What is slide transition ? How can you apply the same slide transition to all the slides at a time ?

   (c) Write short notes on the following :

      (i) Hyperlink and action

      (ii) Page Setup option

Unit—IV

4. (a) Discuss the types of form and explain different adding and deleting controls in MS-Access.

   (b) What is Query ? What are the different options in creating a query ?

   (c) Briefly describe Datasheet tab in access.

Unit—V

5. (a) Write and explain the principles and applications of multimedia.

   (b) How to create new movie in flash ? Write steps and explain.

   (c) Discuss hardware and software resources requirement for animation.