

BCS GOVT PG COLLEGE DHAMTARI

Assignment - 2019-20

B.COM - I Year

PC Software and MultiMedia

PAPER-II

Date – 06-10-2020 (Tuesday)

Max Marks-50

All questions are compulsory.

- 1. Explain mail merge process in MS-word ?**

- 2. What is Macro in MS-Excel? Explain it ?**

- 3. What is slide transition and Animation? Explain it ?**

- 4. Write sorting and filtering in MS-Access ?**

- 5. Write drawing and painting tools in Animation ?**