

Roll No.

E-3010

B. Com. (Part I) EXAMINATION, 2021

(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—I

1. (a) Explain word processing and its features.
- (b) Explain fonts and paragraph setting of various styles with example.
- (c) Discuss review and view Tab for MS-windows with diagram.

Unit—II

2. (a) What is Excel ? Explain use of Excel Sheet.
- (b) Explain Page layout tab in Excel Sheet.

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- (c) Write short notes on any *two* of the following :
- (i) Autosum
 - (ii) Word Art
 - (iii) Page breaks

Unit—III

3. (a) What is MS-Power Point ? Explain creating news slides saving, opening and printing.
- (b) Explain animations Tab and its features.
- (c) Write short notes on any *two* of the following :
- (i) Hyperlink and action
 - (ii) Presentation views
 - (iii) Style and formatting

Unit—IV

4. (a) Explain Front and Back End application of MS-Access with example.
- (b) Explain the various data types in MS-Access.
- (c) Write short notes on any *two* of the following :
- (i) Sorting
 - (ii) Query
 - (iii) Field

Unit—V

5. (a) Explain principle of animation of Multimedia.

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- (b) What is Flash ? Explain creating a new movie in Flash.
- (c) Write short notes on any *two* of the following :
 - (i) 2D/3D Animation
 - (ii) Rectangle and Polystar
 - (iii) Motion tweeing and shape tweeing