6326 – C72 – IIISCR – M – 22

THIRD SEMESTER B.COM. (REVISED) (NON CBCS) DEGREE
EXAMINATION, MARCH/APRIL 2022
COMPUTER APPLICATIONS – I

Time : 3 Hours] [Max. Marks : 80

Instructions : *Answer **all** Sections according to internal choice. Q.No. **12** is **compulsory**, which is case study.*

SECTION – A

1. Answer **any ten** questions, **each** carries **two** marks. **(10×2=20)**

   a) What is format painter ?

   b) What is an access toolbar ?

   c) What do you mean by Smart Art ?

   d) What is Macro ?

   e) What is slide ?

   f) Define slide transaction.

   g) File extension of MS-Powerpoint 2007 is

   h) What is HTML ?

   i) What is Radio Button ? Give an example.

   j) List any four image tags.

   k) Define animation.

   l) Does a hyperlink only apply to text in html ?

SECTION – B

Answer **any three** questions, **each** carries **five** marks. **(3×5=15)**

2. Explain the features of MS-Word 2007.

3. Explain the steps how to create header and footer.

4. What is change case ? Explain the types of change case.

5. Explain the application of MS-Powerpoint 2007.

6. Explain the table tags with an example.

7. Explain DataFlow Diagram (DFD).

SECTION – C

Answer **any 3** questions, including question no. **12** which is **compulsory** (case study). **Each** carries **15** marks. **(3×15=45)**

8. Explain the paragraph group with diagram.

9. Explain the illustration and text groups in MS-Powerpoint.

10. Write HTML code to prepare Bio-data.

11. Explain the phases of system development life cycle.

12. Aishwarya Pvt. Ltd. company wants to send appointment letters to its newly appointed employees. Prepare their appointment letters using mail-merge facility in MS-Word 2007.

13. Write a short note on :
    a) Page setup group in MS-Word 2007.
    b) Advantages of MS-Powerpoint 2007.
    c) Open and close system.

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