

DIBRUGARH UNIVERSITY

B.Com 3rd Semester Non-Hons. (CBCS)

SEC-3.1 (Computer Applications in Business)

Full Marks:40

I. Answer the following as directed: (1x5=5)

- (i) Microsoft Word is _____ Software.
- (ii) What is a cell in Ms-excel?
- (iii) How many blank worksheets are there by default in each workbook in Excel 2010?
- (iv) What do you mean by a slide show?
- (v) What feature is used to apply motion effects in between a slide exit and entry of a new one?

II. Answer in brief any 5 (five) from the following: (2x5=10)

- (a) What is word processing?
- (b) What is a spreadsheet program?
- (c) Explain Ms-Powerpoint.
- (d) Explain any two features of Ms-Powerpoint.
- (e) State any four features of Ms-excel.
- (f) What is a slide show view in Ms-Powerpoint.
- (g) Mention the three types of animation options in Powerpoint.
- (h) What are the steps to create an Ms-Word document?

III. Write short note any one of the following: (5x1=5)

- (i) Features of Ms-Word
- (ii) Microsoft Excel

IV. Answer any two from the following: (10x2=20)

- (a) How is application of Ms-Powerpoint significant in business? Explain the different views in Ms-Powerpoint.
- (b) What are the different cases available in Ms-word? Explain each and also write the steps to change the text case.

- (c) What are transition and animation effects in Ms-Powerpoint? What are the different types of animation options available in Ms-Powerpoint?
- (d) Explain the significance of Ms-excel in business. State the various features of Ms-Excel.