Bachelor of Commerce (B.Com.) Semester–II Examination

COMPUTER APPLICATION : SOFTWARE PACKAGES

Group–I

Optional Paper–8

(Vocational)

Time : Three Hours]   [Maximum Marks : 80

N.B. :— (1) **ALL** questions are compulsory.

   (2) All questions carry equal marks.

1. (a) Explain application of MS-Word in detail.   8

   (b) Explain structure of MS-Word Window in detail.   8

OR

   (c) Explain Cut-Paste and Copy-Paste option in detail.   8

   (d) Explain Standard toolbar of MS-Word in detail.   8

2. (a) Explain how to Open, Save and Close MS-Word Document.   8

   (b) Write steps to create a table and page border in MS-Word Document.   8

OR

   (c) Explain the following terms :

      (i) Spelling and Grammar.

      (ii) Border and Shading.   8

   (d) What is Mail-Merge ? Explain procedure to create a Mail-Merge document in MS-Word. 8

3. (a) Explain Standard toolbar in MS-Excel in detail.   8

   (b) Explain elements of MS-Excel in detail.   8

OR

   (c) Differentiate Save and Save As option in MS-Excel.   8

   (d) Explain the procedure of copying data between worksheets.   8

4. (a) Explain statistical and financial function in detail.   8

   (b) Explain types of chart in MS-Excel.   8

OR

   (c) Explain the term Goal Seek and Auditing.   8

   (d) Explain Auto filter and sort option in detail.   8

5. (a) Explain File Menu of MS-Word.

   (b) Explain how to change the view of MS-Word Document.

   (c) Explain Editing Cell Entries in MS-Excel.

   (d) Explain any four Mathematical functions in MS-Excel.   4×4