B.V. Patel Institute of Business Management, Computer & Information Technology
Uka Tarsadia University
2ⁿᵈ Internal Examination, BCOM 1ˢᵗ Semester
030100127: Computer Application in Business

Marks: 50

Date: 12/10/2017   **Time: 2 hrs.**

Q-1 Answer the following. (Any Eight)   **[16]**

1. What is meant by cell?

2. Mention the options of Slides pane.

3. Write the steps to rename a sheet.

4. How can we add new slide in a presentation?

5. What is the meaning of form?

6. Mention the possible operations on sheet tab.

7. What is the purpose of using Base Tool?

8. What is the use of Slide transition?

9. Enlist five text functions of Calc.

Q-2 Answer the following. (Any Two)   **[20]**

1. Write the steps to open and save a sheet as CSV file.

2. How we can apply masterpages on selected slide as well as all slides? Explain.

3. Write the steps to plan and create a database in Base.

Q-3 Answer the following in detail. (Any Two)   **[14]**

1. Describe workspace views of impress.

2. Discuss the contents of Calc main Window.

3. Describe the working of five mathematical functions of Calc.