

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