[This question paper contains 2 printed pages.]

Sr. No. of Question Paper : 1026   **F**

Unique Paper Code   : 6202461202

Name of the Paper   : Computer Application in Business

Name of the Course   : **Bachelor of Vocation (Banking, Financial Services and Insurance)**

Semester   : II

Duration : 3 Hours   Maximum Marks : 90

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.

1. Attempt any **three** questions :   (6×3)

   (a) How can you create a table in word?

   (b) How do you create a multilevel bulleted list in power point presentation?

   (c) What are the advantages of using formula in excel?

   (d) Identify the reasons to use database approach?

2. Define main documents and data source in context of mail merge? (18)

Or

What is meant by formatting a document? Explain different ways to formatting a document.

3. What is power point presentation? How to animate text and object. (18)

4. Describe various excel functions and there uses. (18)

Or

What are the different types of charts used in excel?

5. What do you understand by 'Relationship' in a database? What is the significance of this in relational database processing? (18)

Or

Write the various steps to be followed for creating a query by using query wizard.

(500)