

[This question paper contains 2 printed pages.]

Your Roll No.....

Sr. No. of Question Paper : 3686 **H**

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

(a) What are the features of word processor?

(b) What is the purpose of creating the master slides?



P.T.O.

(c) What is a cell? What do you mean by cell referencing.?

(d) What is a database? Give example a database application.

2. What is mail merge? Explain steps of mail merge.

OR

What is meant by formatting a document? Why formatting is necessary? (18)

3. What is the power point presentation? How to apply transition in slide show? (18)

4. What is electronic spreadsheet? Describe the various component of a worksheet.

OR

How would you select data range and data series for creating chart? (18)

5. What is DBMS? Explain merits and demerits of using DBMS.

OR

Describe the table object in MS access database. How a table can be created in design view? (18)

(500)