

- (b) Explain how 'Find and Replace' and 'Spell Check' features help in document editing. (8)



[This question paper contains 4 printed pages.]

**Your Roll No.....**

**Sr. No. of Question Paper : 3557**

**J**

Unique Paper Code : 6202461202

Name of the Paper : Computer Application in Business

Name of the Course : **B.Voc. (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.
2. The paper has total 8 questions. Attempt any six questions.
3. Each question is of 15 marks.

1. Explain Following: (5×3=15)

(a) Use of Pivot Tables in financial data analysis.

(b) Use of VLOOKUP and HLOOKUP in customer and transaction databases.

- (c) Differentiate between Queries and Reports.
  - (d) Define FlashFill with an example.
  - (e) Use of the 'Table' feature in a word document?
2. (a) What is the purpose of the Mail Merge feature? How can it be used with spreadsheet data? (7)
- (b) What is the importance of proofreading tools like Spell Check, Grammar Check, and Thesaurus in a word processor? Explain their usage in document preparation. (8)
3. (a) How do you insert and format a table in a word document? (7)
- (b) What is the process of inserting images and videos into a word document? (8)
4. (a) How can hyperlinks, images and symbols be inserted into a presentation? Give detailed steps with examples. (7)
- (b) Describe the different types of transitions and animations available in a presentation tool. How do they enhance a presentation? (8)

5. (a) Explain the concept of spreadsheets and discuss the features of worksheet management, including multiple worksheets and data organization. (7)
- (b) Discuss various categories of spreadsheet functions with examples (Mathematical, Statistical, Financial, Logical). Give at least four examples for each. (8)
6. (a) How is DBMS used in managing employee, supplier, and customer data record? Explain with examples. (7)
- (b) What are the advantages and disadvantages of using a DBMS in organizations? Give examples. (8)
7. (a) What are Pivot Tables and how can they be used to summarize large data sets? (7)
- (b) Describe the steps involved in creating a Table of Contents in a document. (8)
8. (a) List advantages of using DBMS over traditional file management systems. (7)