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**SUBJECT CODE NO: - CC-3512**  
**FACULTY OF COMMERCE AND MANAGEMENT**  
**B. Com. F.Y. (Sem-I)**  
**Examination December/January-2022-23**  
**I.T Application in Business-I**

**[Time: 02:00 Hours]**

**[Max. Marks: 50]**

Please check whether you have got the right question paper.

N. B

- 1) Q. No 1 is compulsory
- 2) Attempt any three questions from Q2 to Q6

Q1

A) Fill in the blanks

04

- 1) There are two types of page orientation, portrait and .....
- 2) ..... is a base for hexadecimal number system.
- 3) ..... Is an application that turns source code into assembly, machine code.
- 4) ..... Is a keyboard shortcut key to save a document.

B) Multiple choice questions.

04

- 1) Appear or float in Emphasis, Spin or bold flash exit are examples of :
  - A) Slide transition
  - B) Animations
  - C) Effective
  - D) All of the above
- 2) The basic unit of a Microsoft excel worksheet into which you enter data is called:
  - A) Tab B) Range C) Address D) Cell

- 3) Headers and footers are pieces of text or graphics that appear at the ..... of a page
- A) Top
  - B) Middle
  - C) Bottom
  - D) Top & Bottom
- 4) ..... is used to make a text bold.
- A) Ctrl + B
  - B) Ctrl + C
  - C) Alt + B
  - D) Ctrl + D

Q2 Convert the following Numbers another number system. (2 marks each)

14

- 1)  $(244)_{10} = (?)_2$
- 2)  $(145)_{10} = (?)_2$
- 3)  $(1100)_2 = (?)_{10}$
- 4)  $(1010)_2 = (?)_{10}$
- 5)  $(210)_{10} = (?)_8$
- 6)  $(960)_{10} = (?)_{16}$
- 7)  $(7CF)_{16} = (?)_{10}$

Q3 Explain the importance of MS Word. Software for business. Write down the formatting options in MS word.

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Q4 Explain the Animation feature in Power point with example .

14

Q5 What is spreadsheet? Explain generally used spreadsheet functions.

14

Q6 Write short notes on (Any two) (7 marks each)

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- 1) Charts and Graphs in excel
- 2) Using tables in word
- 3) Slideshow