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**SUBJECT CODE NO:- C-3028**  
**FACULTY OF COMMERCE AND MANAGEMENT**  
**B.Com F.Y. (Sem-II) (Old) Examination Oct/Nov 2019**  
**IT App. in Business-II**

[Time: Two Hours]

[Max.Marks:50]

Please check whether you have got the right question paper.

N.B

- 1) Questions number 1 is compulsory
- 2) Attempt any three questions from the remaining four questions.

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|-----|--|----|
| Q.1 | Define Ms- Word. write the features of Ms. Word.   | 08 |
| Q.2 | How could you explain bullets & numbering? write the Importance of bullets & numbering?            | 14 |
| Q.3 | Write the process of creating worksheet in Ms. Excel.  | 14 |
| Q.4 | Explain the process of creation of slides in MS -Power point                                       | 14 |
| Q.5 | Write short notes on ( any two)<br>a) Slide show<br>b) Alignment of worksheet Text<br>c) Animation | 14 |