

Hall Ticket  
no -  
120918386014

Code No.8101

**FACULTY OF SCIENCE**

**B.A (CBCS) III – Semester Examination, Nov./Dec. 2019**

**Subject: Computer Applications (Basic Computer Skills-I)**

**Paper – III (SEC)**

**Time: 1½ Hours**

**Max. Marks: 40**

**Note: Answer all questions, each carries equal marks.**

**PART – A (2 x 5 = 10 Marks)**

**(Short Answer Type)**

1 (a) What are the features of MS-Word?

(OR)

(b) Write short notes on Linking and embedding object.

2 (a) Write short notes on Layering art Objects.

(OR)

(b) Write short notes on Presentations and their uses.

**PART – B (2 x 15 = 30 Marks)**

**(Essay Answer Type)**

3. (a) Explain the features of MS-Word Mail Merge with example.

OR

(b) Describe the Process of creating, Editing and Formatting Document in MS-Word.

4. (a) Describe the process of Inserting Recorded Sound Effect or In-Built Sound Effect.

OR

(b) How to enhance the Design and Appearance of the Slides. Explain it with an example.

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