

3rd Semester Examination

COMMERCE

Paper - SEC 1-T

Full Marks : 25

Time : 2 Hours

*The figures in the margin indicate full marks.
Candidates are required to give their answers
in their own words as far as practicable.
Illustrate the answers wherever necessary.*

1. Answer any *three* questions of the following : 3×2

- (a) There are _____ types of alignment. In _____ alignment all lines are even at the left margin but are ragged at the right margin.
- (b) To save any document you have to perform certain steps. Given below are the steps for saving a document but the steps are given in jumbled form. Arrange them correctly.
- (i) Click save.
- (ii) Select the Save option in the File menu. The Save as dialogue box appears.

[Turn Over]

(iii) In the Save as dialogue box, type a name in the File name : text box.

(iv) Click File menu.

(c) In MS Word you can represent any part of your text in bold, italics and underline it. To do this what is the shortcut key?

(d) _____ short cut keys allow to quickly select the entire range of cells.

(e) How can you add pie chart in the excell sheet?

2. Answer any *two* questions of the following :

2×5=10

(a) Prepare the sheet shown below.

Maker (A1)	Type	Class	Full Model Name	Year	Annual Sales (mil.)
Missam	SLX	Business	Missam	2014	55.00
Dubaru	Double	Van	SLX	2015	60.00
Tia	Jet	Van		2013	76.00
ZMV	Cruise	Compact		2016	75.00
Fonda	Life	Compact		2015	60.00

(i) Write how to Align the Text to the right.

(ii) Write the steps to create a pivot table for annual sales per Year.

(3)

- (b) What is a style title master pair? How do I edit the master slide in PowerPoint? What is the ribbon in PowerPoint?
- (c) How do you add labels to graphs in Word? How do you edit labels in Word? How to insert sound into a Word document?

3. Answer any *one* question the following : 1×9

- (a) How to insert a caption in MS-Word? What are macros in word processing? How do you create a macro in MS-Word? How do I create a watermark in MS-Word?
 - (b) How can we create a custom theme in Power Point? Explain the advantages and disadvantages of Power Point? How do you make a PowerPoint presentation into a video?
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