

# ANNUAL EXAMINATION 2020

(Only for DC Regular Students)

Centre No. 135  
Class-B.Com.-I  
Paper No- II  
Time- 3 hrs.

Centre Name- Disha College, Raipur (C.G.)  
Subject- PC Software & Multimedia  
Paper Name- PC Software & Multimedia  
M.M.-50

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**Note: Attempt any two questions from each unit. Each question carries equal marks (5).**

## UNIT-I

- Q.1 (a) What do you mean by header and footer? Write steps to insert header and footer.  
(b) Write down steps for creating table in MS-Word  
(c) What is mail merging? Write steps to perform mail merging.

## UNIT-II

- Q.2 (a) Explain the following category and any five functions with syntax:  
(i) Logical Function (ii) Statical function  
(b) Write down steps for implementing Data Validation in excel.  
(c) What is a chart? Write steps to create a chart with example.

## UNIT-III

- Q.3 (a) Create five slides on celebration of Republic Day of your college and perform the Following: (i) Give header and footer (ii) Give Background Color  
(b) How the graphics, sound and movie are inserted in PowerPoint slide? Explain.  
(c) What do you understand by Custom Animation? Explain with example.

## UNIT-IV

4. (a) What is Database? How can you create table in MS-Access?  
(b) Explain data types in MS-Access  
(c) What is the use of Relationship in MS-Access?

## UNIT-V

5. (a) What is Multimedia? Explain steps for creating a flash animation using motion tweens.  
(b) Differentiate between 2D and 3D animation.  
(c) Write short notes on the following :(i) MP4 and .flv (ii) Flash Animation

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