KRISHNA INSTITUTE OF SCIENCE & COMMERCE
COLLEGE CODE – 384   **(KISC)**

B.Com (Part-I) 2021-22
Model Test Paper
Subject:- PC SOFTWARE & MULTIMEDIA

Time: 3Hrs   **Max. Marks : 50**

Note :- All questions are compulsory. Attempt any two questions from each unit.

<u>Unit - 1</u>	(5x2=10)

a.   Write the steps of inserting a table and charts in MS-Word with suitable example?

b.   What is the importance of Formatting in MS-Word? Explain different options in formatting?

c.   Explain the Following i) Mail –Merge ii) Clip Art

<u>Unit -2</u>	(5x2=10)

a.   Explain about Data Validation and Filter options in Excel with Example?

b.   What is Cell Referencing? Explain about Relative and absolute cell addressing?

c.   Define any 5 Math Functions?

<u>Unit – 3</u>	(5x2=10)

a.   Explain about slide master and its utility in PowerPoint Software?

b.   Explain different Slide Transaction Efffects?

c.   Explain different types animation?

<u>Unit – 4</u>	(5x2=10)

a.   What is MS-Access?

b.   Explain Defining Data & creating table in MS-Access?

c.   Explain different types of Query?

<u>Unit – 5</u>	(5x2=10)

a.   Describe Animation and Types of Animation?

b.   Explain any two Sound File Formats & its Features?

c.   Explain Shape Tweeing. How can we perform shape Tweeing in Flash ?