

**B.V. Patel Institute of Business Management, Computer & Information Technology**  
**Uka Tarsadia University**  
**2<sup>nd</sup> Internal Examination, BBA 1<sup>st</sup> Semester**  
**030030124: Computer Application**

**Date: 12/10/2017**

**Marks: 50**

**Time: 2 hrs.**

**Q-1 Answer the following. (Any Eight)**

**[16]**

1. What is meant by cell?
2. Mention the options of Slides pane.
3. Write steps to rename a sheet.
4. How can we add new slide in a presentation?
5. Enlist types of slide layouts.
6. Mention possible operations on sheet tab.
7. Write the steps to select non contiguous cells.
8. What is the use of Slide transition?
9. Enlist five text functions of Calc.

**Q-2 Answer the following. (Any Two)**

**[20]**

1. Write the steps to open and save a sheet as CSV file.
2. How we can apply masterpages on selected slide as well as all slides? Explain.
3. Write the steps for following operation:
  - Freezing rows and columns
  - Splitting Screen

**Q-3 Answer the following in detail. (Any Two)**

**[14]**

1. Describe workspace views of impress.
2. Discuss the contents of Calc main window.
3. Describe the working of five mathematical functions of Calc.