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# GURUDAS COLLEGE

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Date: 22-03-2021

**B.Com. Semester- III (Hons & General),2020**  
**Sub: Information Technology & Its Application in Business**  
**(PRACTICAL)**

**Sub Code: SEC 3.1 Chg - Module II**

**Full Marks: 40**

**Time- 10.00 am- 12.00 noon**

**ANSWER QUESTIONS EITHER FROM GROUP-A OR FROM GROUP-B**

## GROUP - A

**ANSWER ALL THE QUESTIONS (2X20)**

1. Which enables us to send the same letter to different persons?
  - 1) Macros
  - 2) Mail Merge
  - 3) Template
  - 4) None of these
  
2. \_\_\_\_\_ is used for quick access to commands and tools.
  - 1) Tool Bar
  - 2) Title Bar
  - 3) Menu Bar
  - 4) Status Bar
  
3. Ctrl + M is used for \_\_\_\_\_.
  - 1) New Document
  - 2) Right Indent
  - 3) Left Indent
  - 4) Close Document

4. Which of the following doesn't exist is a slide in MS Powerpoint?
  - 1) Charts
  - 2) Animations
  - 3) Titles
  - 4) List
  
5. What is the extension for a file created using MS Powerpoint?
  - 1) .docx
  - 2) .ppt
  - 3) .jpeg
  - 4) .xls
  
6. What is Animation?
  - 1) Accelerate Static images
  - 2) Changing the pictures and graphs
  - 3) Print out
  - 4) Changing a slide
  
7. How can you remove borders applied in cells of MS excel?
  - 1) Open the list on Border tool in Format Cell Toolbar and then choose None
  - 2) Choose None on Border Tab on Format Cell
  - 3) None of the above
  - 4) Option (1) and Option (2) both are correct
  
8. Which is not the function of "Edit → Clear " commands in Excel?
  - 1) Delete Notes
  - 2) Delete Cells
  - 3) Delete Rows
  - 4) Delete Columns
  
9. Which chart can be created in MS Excel?
  - 1) Pie
  - 2) Area
  - 3) Line
  - 4) All of these

10. how can you display the current date in MS Excel?

- 1) Now()
- 2) Date()
- 3) Time()
- 4) Today()

11. The slide used in MS Power point to introduce a topic and set the tone for a presentation is:

- 1) Graph Slide
- 2) Table Slide
- 3) Title Slide
- 4) Bullet Slide

12. Which of the following element is responsible for making the text bold in HTML?

- 1) <br>
- 2) <pre>
- 3) <a>
- 4) <b>

13. How to create a hyperlink in HTML?

- 1) <a> [www.Javhomepage.com](http://www.Javhomepage.com) </a>
- 2) <a href= [www.Javhomepage.com](http://www.Javhomepage.com)> My page </a>
- 3) None of these
- 4) Both of these

14. Which of the following element is responsible for making the text italic in HTML?

- 1) <it>
- 2) <italics>
- 3) <itc>
- 4) <i>

15. Which of the following tag is used to define options in a drop-down selection list?

- 1) <option>
- 2) <list>
- 3) <drop down>
- 4) <select>

16. Which of the following HTML attribute is used to define inline styles?

- 1) Class
- 2) Style
- 3) Inline
- 4) None of these

17. The tags in HTML are:

- 1) Not case sensitive
- 2) In lowercase
- 3) In uppercase
- 4) Case-sensitive

18. Which of these inserts the largest heading?

- 1) <h1>
- 2) <h6>
- 3) <h3>
- 4) <h5>

19. Extension for saving an HTML document is:

- 1) .ht
- 2) .http
- 3) .html
- 4) Any of the above

20. A program in HTML can be rendered and read by

- 1) Interpreter
- 2) Web Browser
- 3) Server
- 4) None of these

**GROUP-B**  
**ANSWER ANY TWO (2) QUESTIONS (20x2)**

1. Briefly write on these tags in HTML:
  - a> Marquee
  - b> List
  - c> Table
  - d> Form
  - e> Frame
  
2. Write down the steps for the following in MS Powerpoint:
  - a> Adding a new slide after the 5<sup>th</sup> Slide of your already existing presentation
  - b> Adding a slide from an existing Presentation into your current presentation
  
  - c) Adding a picture from your My Pictures folder and a pie chart for the current data in your slide
  - d) Changing the Design of your slides and adding an animation to your slides
  
3. Describe the uses of the following functions of MS Excel:
  - a> Countif()
  - b> Count()
  - c> And()
  - d> Cell()
  - e> Ceiling()
  - f> Datedif()
  - g> Dmax()
  - h> Exp()
  - i> Imsub()
  - j> Mod()