

2046
NEP U.G. Common-Skill Enhancement Course
Second Semester
Computer Applications in Accounting and Finance (Old)

Time allowed: 3 Hours

Max. Marks: 60

NOTE: Attempt four short answer type questions from Section-A. Attempt two questions each from Section B and C respectively.

x-x-x

Section - A

1. Attempt any four of the following:-
 - a) How do you make text bold in Word?
 - b) What is the use of the "Insert" tab in Word?
 - c) What is the purpose of the "Print Preview" option in Word?
 - d) How do you access the ****Handout Master**** in PowerPoint?
 - e) How do you share a PowerPoint presentation for ****collaboration****?
 - f) How do you add a ****transition effect**** between slides? (4x5)

Section - B

2. How can you align text to the left, right, center, or justify it in a Word document? (10)
3. Explain how to create a table in Microsoft Word and add rows and columns to it. (10)
4. Explain how to use the "Spell Check" feature to correct errors in a Word document.(10)
5. Describe the process of adding ****transitions and animations**** to slides and setting their timing. (10)

Section-C

6. Describe the steps to ****format text**** (font, size, color, alignment) and insert ****hyperlinks**** in a slide. (10)
7. Explain how to ****insert and format tables, charts, and Smart Art graphics**** in a PowerPoint slide. (10)
8. Describe how to change ****presentation views**** (e.g., Normal, Slide Sorter, Notes Page) and their uses. (10)
9. How do you set up and present a ****slide show**** in PowerPoint, including options like timings and narration? (10)

x-x-x