

(i) Printed Pages : 3

Roll No.

(ii) Questions : 14 Sub. Code :

1	0	5	5	9
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Exam. Code :

5	0	0	2
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NEP U.G. Common-Skill Enhancement Course 2nd Semester
(2056)

**COMPUTER APPLICATION IN ACCOUNTING AND
FINANCE**

Paper : Computer Application in Accounting and Finance

Time Allowed : 3 Hours]

[Maximum Marks : 50

Note :— Attempt 4 short answer type questions from Section A.
Attempt 2 questions from Section B and C respectively.

SECTION—A

Attempt any **four** – 2.5 marks each :

1. Differentiate between a Page Break and a Section Break in a document.
2. Define Slide Master in a presentation.
3. Define Mail Merge briefly.
4. Explain the concept of 3D Model in a slide.
5. What is the function of a Document Index, and how does it differ from a Table of Contents?
6. Briefly explain the purpose of Handout Master view.

SECTION—B

Attempt any **two** – **10** marks each :

7. Explain the process of Mail Merge operations with the help of a suitable example.
8. Explain the process of proofing a document and creating, managing advanced references (specifically Indexes) with a suitable example.
9. Explain the process of creating and managing interactive Forms in a document with a suitable example. Discuss the function of different types of Form Fields.
10. Describe the various Print Settings available in a document and explain how to configure them using a suitable example. Discuss how settings like Print Range, Orientation, and Scaling are used to prepare a document.

SECTION—C

Attempt any **two** – **10** marks each :

11. Explain the process of configuring a Slide Show and preparing a presentation for collaboration with the help of a suitable example.
12. Discuss the techniques for managing and formatting a professional presentation. Explain how to organize slides into sections and the methods for inserting and styling text, shapes, and images with a suitable example.

13. Explain the use of advanced visual elements in a presentation for data representation. Explain the process of inserting and formatting Tables, Charts, and SmartArt graphics and demonstrate with example.
14. Explain the role of Transitions and Animations in enhancing a presentation. Discuss the process of animating slide content and setting transition timings with a suitable example.