**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**First Internal Assessment Examination, February 2020**

**B. Com Fourth Semester (Computer Applications)**

**INFORMATION TECHNOLOGY FOR BUSINESS**

Total : 50 marks Name………………………

Time : 2 Hours Roll No ……………………

**Section A**

*Answer any 5 questions. Each question carries 2 marks.*

1. What is a word processor?
2. What is the use of slide master in power point?
3. Explain Read mode and Draft mode
4. What is the use of Insert Tab?
5. What is a nested table?
6. List any 4 advantages of PowerPoint presentations.

 **(5 X 2 = 10 marks)**

 **Section B**

*Answer any 5 questions. Each question carries 5 marks.*

1. Explain the different means of viewing word documents
2. List down the elements of the status bar.
3. What is Find and Replace option in word 2013. Write the steps for replacing a word in Word 2013.
4. How will you add videos into a MS power point presentation?
5. Explain ways to add a section break and to link it in the document?
6. What are the different elements in Ribbon? **(5 X 5 = 25 marks)**

**Section C**

*Answer any 1 question. It carries 15marks.*

1. List down new basic features of Word 2013.
2. Explain the different elements of screen layout in PowerPoint presentation?

 **(1 X 15 = 15 marks)**

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***Scan QR code for the answer scheme***