



NAVRACHANA UNIVERSITY

School: SLSE
Program/s: Bachelor of Arts in Humanities and Social Sciences
Year: 2023 **Semester:** 1
Examination: End Semester Examination
Examination year: November 2023

Course Code: (ITC101) **Course Name:** Computer Applications
Date: 23/11/2023
Time: 11:00 to 13:00 (24 h clock)

Total Marks: 40
Total Pages: 1

Instructions:

- Write each answer on a new page.
- COs=Course Outcome mapping.

Q. No.	Details	Marks	COs	BTL#
Q.1	Write down Answer of 2 Questions out of 4 Questions	20		BT1 BT2
A.	Explain how to use the sum, average and if function in Excel. Provide an example with a dataset that includes at least four columns and demonstrate the use of functions.		C02	BT1 BT2
B.	Describe a scenario where you would use the mail merge feature in Microsoft Word. Detail the steps from start to finish, including how to connect the document to a data source, filter recipients, and insert merge fields.		C01	BT3 BT4
C.	Describe the differences between relative, absolute, and mixed cell references in Excel formulas with appropriate examples for each.		C03	BT1 BT2
D.	Explain how to create a custom animation sequence in PowerPoint that includes entrance, emphasis, and exit effects. Provide an example of an appropriate use case for such a sequence.		C05	BT1 BT3
Q.2	Write down Answer of 4 Questions out of 5 Questions	20		
A.	Write down any 5 options of any Ribbon from Word.			
B.	Write down the steps to protect PowerPoint File with the Password. Also explain the difference between PPTX and PPSX.		C05	BT1 BT2
C.	Write down the use of Header Footer in Word. Also explain the types of margins available in Word and its benefits.		C04	BT1 BT3
D.	Write down the steps to create any chart in Excel. Explain any one chart with sample data.		C03	BT1 BT3
E.	Explain the difference between a footnote and an endnote. How would you insert and format them in a Word document? Provide a use case for each.		C03	BT1 BT3

*****End of Question Paper*****