



Aishwarya College

JODHPUR

Affiliated to Jai Narain Vyas University, Jodhpur

Recognised by UGC Under Section 2(f) & 12(B) of the UGC Act 1956 and Accredited as 'B' Grade by NAAC

ACE/22-23/MGMT/025

Date : 06 -01-2023

Department of Management Studies

BBA II Year – Assignment-1

Subject :- Computer Applications for Business

Assignment Date : 06-01-2023

Submission Date : 16-01-2023

1. What is MS Word ? Describe various features of MS Word.
2. Describe Paragraph Formatting with various options.
3. Explain Print options with the help of proper diagram and options available.
4. Describe the process to create Number and Bulleted list.
5. What is Page Layout? Describe its main options.
6. What is Mail Merge? Describe steps to perform Mail Merge.
7. Explain the process to draw a table in MS Word.
8. Describe the process to insert Word Art and Clip Art in MS Word.
9. Explain
 - a. Header & Footer
 - b. Find & Replace
 - c. Foot Note & End Note
 - d. Drop Cap
10. What is Macro? Describe the process of recording and using Macro in MS Word.

Note :-

1. No Assignment shall be submitted after the mentioned submission date. No Excuse shall be entertained for delay.
2. Students have to prepare Hand Written Assignments in Practical File. Print outs/Photo Copies shall not be accepted.

Subject Teacher

WB/WB

