

Programme:- Bachelor of Commerce

Semester- II

Computer Practical List

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|--------------------|---------------------------|
| Course Type | Subject Elective |
| Paper No | SE 102 C |
| Course Name | Computer Application - II |

Total Practical :- 08

(Page - 1 to 7)

Hemchandracharya North Gujarat University, PATAN
Programme:- Bachelor of Commerce
Semester- II
Subject Elective : Computer Application- II (SE 102 C)

Practical No. - 1

(1) Word Document
 Meena Raj Goswami
 Dwarkesh Society
 Near Railway Station
 Jaipur
 July 01, 2011

To,
 Managing Director,
 Ganpat Vidhyanager,
 Kherva,
 Dist.:- Mehsana

Dear Mr./Ms.

Thank you so much for hiring me for the teaching assistant position. I appreciate the time you took to interview me, and I am very glad to be working for you.

I look forward to starting my position and, once again, I had like to thank you for the great opportunity.

Thanking You,

Yours Sincerely,

Meena Raj Goswami
 Company Secretary

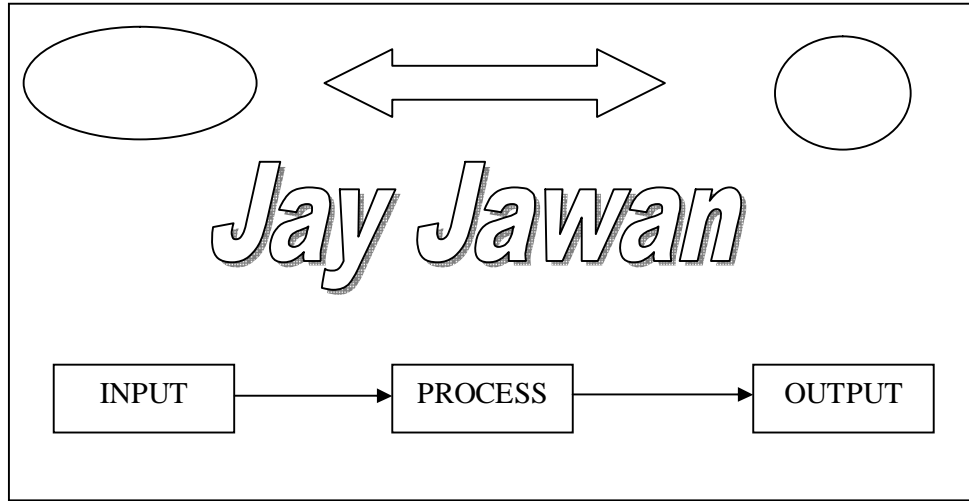
- (2) 5+GL ; HFJ8 SZMP
- (3) :5[LU R\$LU VG[UFDZ R\$LU SZMP
- (4) 5+G[V[Page Break NFB, SZMP
- (5) 5+GL 5FR JBT Copy SZMP
- (6) Page Setup GLR[5DF6[UM9JMP
- | | | | |
|---------------|------|---------------|------|
| Top Margin | 2" | Bottom Margin | 2" |
| Left Margin | 1" | Right Margin | 1" |
| Header Margin | 0.8" | Footer Margin | 0.7" |
| Gutter Margin | 0.5" | | |
- (7) 5+DFGLR[G]Header ; β SZMP
 "North Gujarat University, PATAN"
- (8) 5+DFGLR[5DF6[Footer ; β SZMP
 Footer TZLS[(a) Date G[OFAL AFH]; β SZMP
 (b) Page Number G[Dwl DF\; β SZMP
- (9) 5+G[Print Preview SZM VG[Zoom SDFgOGM p5I MU SZMP
- (10) 5+G[I5p8 SZMP I5p8 OFI , MU AMS; GF IJIJW IJS<5M RSF; MP

Hemchandracharya North Gujarat University, PATAN
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Practical No - 4

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(1) Drawing Toolbar GL DNNYL GLR[5]PF6[C]0AL, T[1] FZ SZM VG[TDG[UDTF ZU 5ZMP



- (2) "AMA" p5Z Auto Text Entry V[UL ZLT[T[1] FZ SZM S[B I FZ[TD[AMA VYJf ama
8f. 5 SZM tI FZ[V F5MVF5 Ahmedabad Management Association , Bf. HF I P
- (3) V[S V[UL Auto Correct Entry T[1] FZ SZM S[H I FZ[TD['Shri' 8f. 5 SZM tI FZ[J O"
T[G[V F5MVF5 'Shree' D F A O Z J P
- (4) Hemchandracharya North Gujarat University, Patan 8f. 5 SZMP
tI FZAFN VF , Bf6 p5Z Change Case Gf H[NFH]NF IJS<5MGL YTL V; ZM RSF; MP

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Practical No - 5

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(1) Word DF\GLRG\, BF6 T\FZ SZMP

Random-Access Memory (RAM)

The memory unit of the microcomputer is often referred to as a random-access memory or RAM. Like the main memory of the traditional computer, information can be placed into this memory by input devices; information can be taken out and reproduced in human-readable format by output devices; and information inside the RAM can be processed. RAM memories, because they enable information to be "read out" from them and "written into" them are really Read/Write memories. Information can be stored or changed according to the requirement of an application program.

Read-only Memory (ROM)

(2) IXQFSG[[Random-Access Memory (RAM)] GLR[5]DF6[; B SZMP

Font : Arial Style : Bold Size : 14 Color : Red

(3) IXQFSG[[Random-Access Memory (RAM)] DwI DF\UM9JMP

(4) The memory unit ... YL ... an application program. ; \WLGf , BF6G[A\SM, DDF\UM9JMP

(5) VITD , l8l (Read-only Memory) DF8[IXQFS [Random-Access Memory (RAM)] D\HAG\

OMDBLU OMZDB 5[q8ZGL DNNYL SZMP

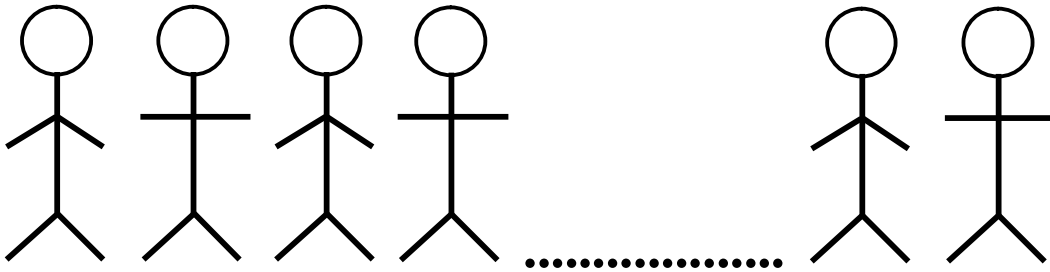
(6) Mail Merge GF :8f 8SDF; DHFJMP

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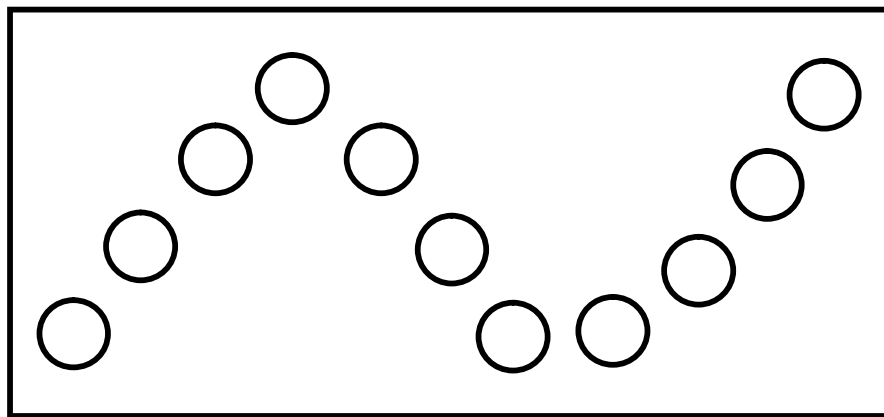
Practical No - 6

Flash Document DF\GLR[5]DF6[SZ; T SZTMAF/S NMZMTYF TG[Publish SZMP



Practical No - 7

Flash Document DF\GLR[5]DF6[pK/TM NOM NXFJM TYF TG[Publish SZMP



Practical No - 8

Flash Document DF\OFA\YL HD6L TZO UIT SZT\TLZ → NXFJM TYF TG[Publish SZMP

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