IV Semester B.Com. Examination, April/May 2012
(Semester Scheme)
(For 2007-08 Batch and Onwards)
COMMERCE
Paper – 4.5 : Computer Business Application

Time : 3 Hours
Max. Marks : 90

Instruction : Answer should be completely in English.

SECTION – A

Answer any ten sub-questions. Each sub-question carries two marks. (10x2=20)

1. a) Define Computer.
   b) Expand MOUSE.
   c) Define Microsoft word?
   d) Define Antivirus.
   e) Expand URL and HTML?
   f) What is Extranet?
   g) Define Bullets.
   h) Explain Credit Note.
   i) Mention the types of Change case.
   j) Explain Modem?
   k) What is drop down list box?
   l) What is Tally?
SECTION - B

Answer any five of the following. Each question carries five marks. (5x5=25)

2. Explain the components of MS-Word. Window.

3. Write the procedure of applying Header and Footer to a word document.

4. Write a brief note on E-mail.

5. Explain the method to create a webpage.

6. Explain the steps to create a new presentation in PowerPoint.

7. Write the advantages of DTP.

8. Explain the contents of EDIT toolbar in MS-Excel.

9. Explain the feature of MS-Outlook.

SECTION - C

Answer any three of the following. Each question carries fifteen marks. (3x15=45)

10. a) Explain the various elements in the computer Desktop.
    
    b) Write the advantages of Word Processor.

11. a) What are the differences between M.S. PowerPoint and M.S. Excel.
    
    b) What are the differences between Word Pad and M.S. Word.

12. Write a short note on:
    
    a) Internet
    
    b) Text alignment
    
    c) Spelling and Grammar.

13. Explain the steps in creating the Ledger Accounts in Tally.

14. What is Mail Merge? Explain the steps in Mail Merge.