



**IV Semester B.Com. Examination, May 2011
(Semester Scheme)**

(For 2007-08 Batch & Onwards)

Commerce

Paper 4.5 : COMPUTER BUSINESS APPLICATIONS

Time : 3 Hours

Max. Marks : 90

Instruction : Answers should be completely in English.

SECTION – A

Answer **any ten** sub-questions. **Each** sub-question carries **two** marks. **(10×2=20)**

1. a) What is an icon ?
- b) Define Word pad.
- c) What is Mail Merge ?
- d) Distinguish between a file and a folder.
- e) What is a slide ?
- f) Mention four types of charts.
- g) Define computer virus.
- h) What is internet ?
- i) Give the meaning of Contra Voucher.
- j) Expand URL and HTML.
- k) What is a task ?
- l) State the components of Start Menu.

P.T.O.



SECTION – B

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

2. Explain briefly the features of MS Power Point.
3. Mention the functions of Microsoft Excel.
4. Explain the different tags of HTML.
5. Narrate the various text attributes available in MS Word.
6. State the steps to insert Headers and Footers.
7. Briefly explain any five Windows Accessories.
8. Explain briefly various types of computer viruses.
9. Describe the process of creating Groups and Ledgers in Tally.

SECTION – C

Answer **any three** of the following. **Each** question carries **fifteen** marks. (3×15=45)

10. a) Explain various operations of Windows Explorer.
b) What are the functions of a Word Processor ?
 11. a) Explain the different views of MS Power Point.
b) Briefly explain the components of MS Excel window.
 12. Write short note on the following :
 - a) Internet
 - b) Functional Wizard
 - c) Computer Crime.
 13. Explain the different types of Vouchers in Tally.
 14. Define Email. State the advantages and disadvantages of Email.
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