



AS – 316

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. (10×2=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 ?

P.T.O.



SECTION – B

Answer **any five** of the following. **Each** question carries **five** marks.

(5×5=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.

(3×15=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.
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