IV Semester B.Com. Examination, May/June 2014
(Semester Scheme) (Prior to 2012-13) (Repeaters)
Paper – 4.5 : COMPUTER BUSINESS APPLICATION

Time : 3 Hours

Max. Marks : 90

Instruction : Write only in English.

SECTION – A

1. Answer any ten sub-questions. Each sub-question carries 2 marks. (2×10=20)
   a) What is the use of recycle bin?
   b) What is file end folder?
   c) How to active MS-Word? Mention 2 steps.
   d) Mention any 2 uses of MS-Word.
   e) What is virus?
   f) What is E-mail?
   g) Expand HTML.
   h) Mention any 2 types of charts in MS-Excel.
   i) Mention any 2 types of vouchers in Tally.
   j) Write any 2 features of Tally.
   k) What is an icon?
   l) Write any 2 advantages of MS-Outlook.

SECTION – B

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

2. Briefly explain any 5 features of MS-Word.

3. How do you move and copy text in MS-Word.

4. Explain any five HTML Tags.

5. What are the advantages of Tally?

P.T.O.
6. Write advantages of D.T.P.
7. Explain the steps used to add rows and columns to a worksheet.
8. Explain the steps in the creation of "Company" in Tally.
9. State the uses of PowerPoint.

SECTION – C

Answer any three of the following. Each question carries 15 marks. (3x15=45)

10. What are the features available for edit menu in Ms-Word?
11. Explain various functions used in MS-Excel.
12. Explain the different types of slide view in MS-PowerPoint.
13. Explain various operation of window explorer.
14. Write note on any 3 of the following:
   a) Internet
   b) Antivirus.
   c) Cell address
   d) DVOP’Cap.