



SA – 763

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IV Semester B.Com. Examination, April/May 2015
(Semester Scheme) (Repeaters)

COMMERCE

Paper – 4.5 : Computer Business Applications
(100 Marks – 2012-13 Only / 90 Marks – Prior to 2012-13)

Time :3 Hours

Max. Marks : 100/90

Instruction : Answer should be **completely** in **English** only.

SECTION – A

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

1. a) What is GUI ?
- b) What are drives ?
- c) What is an Icon ?
- d) What is WordPad ?
- e) What is word processor ?
- f) What is a book mark in MS Word ?
- g) What is a clipboard ?
- h) Mention different version of Tally.
- i) Name any two spread sheet software.
- j) List different types of viruses.
- k) What is a Power Point ?
- l) Write the various components of Task Bar.

P.T.O.



SECTION – B

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

2. What are the list of activities that word processor can perform ? Explain.
3. What are advantages of Tally ?
4. Explain the steps used to add rows and columns in worksheet.
5. Explain the used of Power Point in detail.
6. How to prevent viruses ?
7. Explain different types of formatting tag.
8. Write a note on Tally reports.

SECTION – C

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

9. What are the features available in format menu in MS-Word ?
10. Explain various chart in Excel.
11. Explain various view in Power Point.
12. Explain Mail merge procedures in detail.
13. Describe various reports in Tally.

SECTION – D

Answer the following question : **(1×10=10)**

14. Explain steps to create company in Tally.
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