



SN – 385

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V Semester B.Com. Examination, Nov./Dec. 2014
(Semester Scheme) (Prior to 2008-2009) (Repeaters only)
COMMERCE

Paper – 5.4 : Computer Business Applications

Time : 3 Hours

Max. Marks : 90

Instruction : Write answers only in English.

SECTION – A

1. Answer **any ten** sub-questions. **Each** sub-question carries **two** marks. **(10×2=20)**
- What is a computer ?
 - What is the use of recycle bin ?
 - Give any two advantages of MS-Word.
 - What is scroll bar ?
 - What are the steps to activate MS-Excel ?
 - Differentiate between a worksheet and a workbook.
 - Define cell in spread sheet.
 - Mention any two views of slide in MS-PowerPoint.
 - What is computer virus ?
 - What is Internet ?
 - Expand HTML and HTTP.
 - What is Tally ?

SECTION – B

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

- Explain the components of start menu.
- Briefly explain different document views in MS-Word.
- Briefly explain any five mathematical functions with examples.
- Write any five HTML tags with an example for each tag.

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6. How do you create a new presentation in MS-PowerPoint ?
7. Explain the steps to add rows and columns to Worksheet.
8. What are the advantages of Tally ?
9. What is MS-Outlook ? List any 5 activities of MS-Outlook.

SECTION – C

Answer **any three** questions. **Each** question carries **fifteen** marks.

(3×15=45)

10. Explain the various elements of computer desktop.
 11. Explain formatting toolbar of MS-Word in detail.
 12. Explain the following in MS-Excel :
 - a) Rows and columns
 - b) Cell address
 - c) Inserting and deleting row
 - d) Inserting a cell
 - e) Relative reference.
 13. What is Mail Merge ? Explain the steps of Mail Merge.
 14. How will you create a company in Tally ? Explain.
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