



MS – 390

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

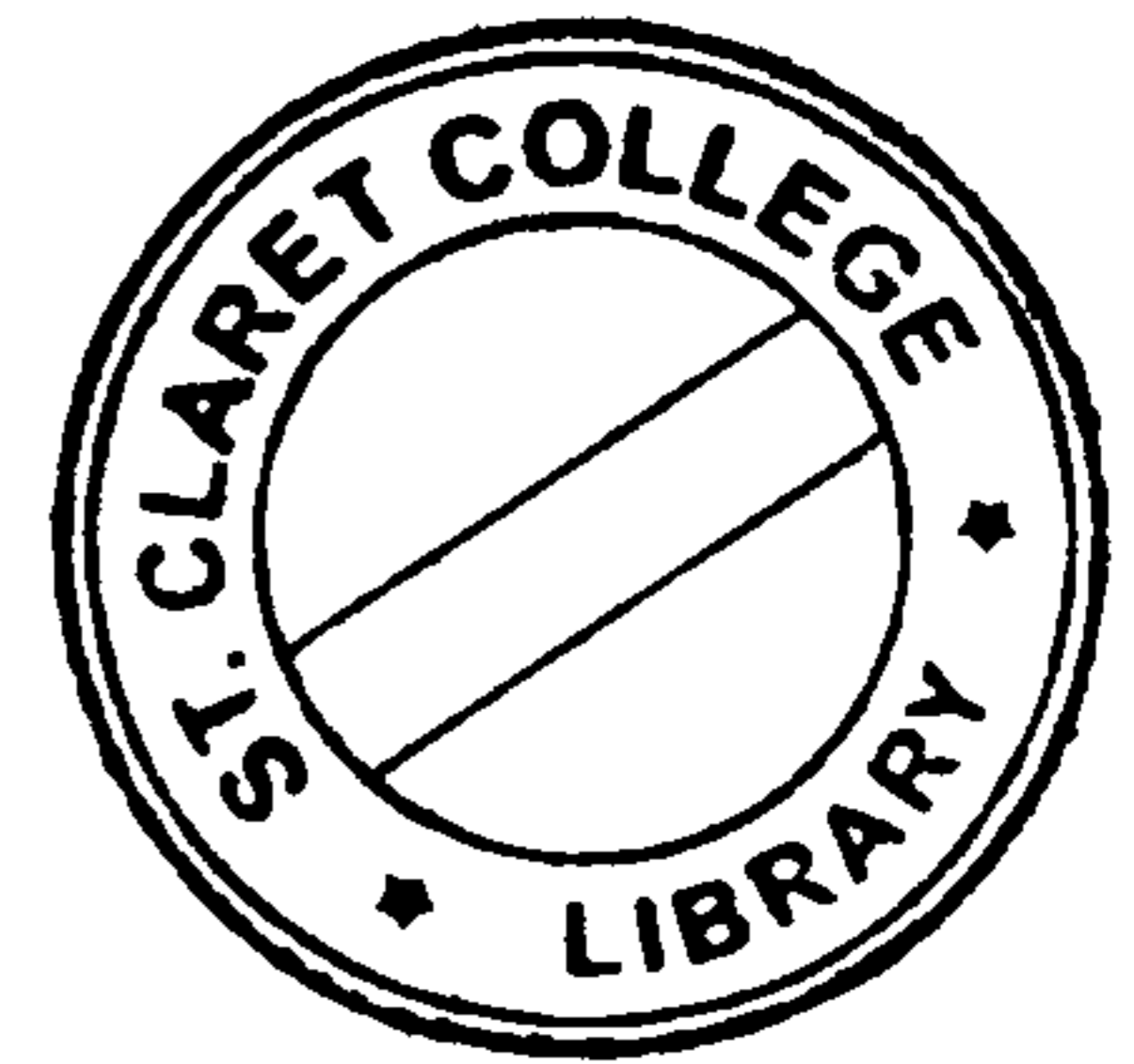
Time : 3 Hours

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)
- What is the use of recycle bin ?
 - What is file end folder ?
 - How to active MS-Word ? Mention 2 steps.
 - Mention any 2 uses of MS-Word.
 - What is virus ?
 - What is E-mail ?
 - Expand HTML.
 - Mention any 2 types of charts in MS-Excel.
 - Mention any 2 types of vouchers in Tally.
 - Write any 2 features of Tally.
 - What is an icon ?
 - Write any 2 advantages of MS-Outlook.



SECTION – B

- Answer **any five** of the following. **Each** question carries **5** marks. (5×5=25)
- Briefly explain any 5 features of MS-Word.
 - How do you move and copy text in MS-Word.
 - Explain any five HTML Tags.
 - 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 column 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.

(3×15=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.
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