



MS – 401

IV Semester B.Com. Examination, May/June 2013
(Repeaters Scheme)
(Prior to 2012 – 2013)
COMMERCE
Paper – 4.5 : Computer Business Applications

Time : 3 Hours

Max. Marks : 90

Instruction: Answers should be written only in **English**.

SECTION – A

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

- a) State the types of word processors.
- b) What is an icon ?
- c) Define computer.
- d) What is the use of recycle bin ?
- e) Expand HTML.
- f) Write any 2 features of MS-Excel.
- g) Give the meaning of Antivirus.
- h) What are the short cut keys for cut and paste in MS-word ?
- i) How to hide a file ?
- j) How to insert page number ?
- k) State any 4 uses of power point.
- l) What is Tally ?

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SECTION – B

Answer **any 5** of the following. **Each** question carries **5** marks.

(5×5=25)

2. Briefly explain any 5 features of MS-word.
3. What are the components of Excel window ?
4. Explain various softwares used in DTP.
5. Explain the steps to create new presentation in powerpoint.
6. Explain the steps in creating the ledger accounts in Tally.
7. How do you move and copy text in MS-word ?
8. What are the advantages of Tally ?
9. Explain the steps used to add rows and columns to a work sheet.

SECTION – C

Answer **any three** of the following. **Each** question carries **15** marks.

(15×3=45)

10. Explain various operations of windows explorer.
 11. Write a note on any 3 of the following :
 - a) Drop cap
 - b) Clip art.
 - c) Virus and Antivirus.
 - d) Internet.
 12. Explain the method to create web page.
 13. Explain the different types of slide view in MS-Power point.
 14. Explain briefly the different types of vouchers in Tally.
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