



MS – 385

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

Time : 3 Hours

Max. Marks : 100

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

SECTION – A

1. Answer **any eight** sub-questions. **Each** sub-question carries **2** marks. (2×8=16)
- What is scroll bar ?
 - State any 2 advantages of MS-Word.
 - Give the meaning of Work Sheet.
 - What is active cell ?
 - What is file end folder ?
 - What is journal voucher ?
 - Mention any 2 accounting software.
 - State any 2 features of Tally.
 - List different types of virus.
 - What is E-mail ?



SECTION – B

Answer **any three** of the following questions. **Each** question carries **8** marks. (8×3=24)

- Explain any 8 features of MS-Word.
- Explain the steps to create new presentation in PowerPoint.
- Write any 8 advantages of D.T.P.
- What are the advantages of Tally ?
- Explain the components of Excel Window.

P.T.O.



SECTION – C

Answer **any 4** of the following questions. **Each** question carries **15** marks.

(15×4=60)

7. Explain various operations of Windows Explorer.
 8. a) Write any 5 HTML tags.
b) Explain the steps to create “Company” in Tally.
 9. a) Write features of Tally.
b) Write the advantages of PPT.
 10. Write short notes on :
 - a) Inserting and deleting column
 - b) Relative reference
 - c) Text alignment.
 11. Explain different types of slide view in MS-PowerPoint.
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