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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.

 $(2\times10=20)$ 

- a) What is the use of recycle bin?
- b) What is file end folder?
- c) How to active MS-Word? Mention 2 steps.
- d) Mention any 2 uses of MS-Word.
- e) What is virus?
- f) What is E-mail?
- g) Expand HTML.
- h) Mention any 2 types of charts in MS-Excel.
- i) Mention any 2 types of vouchers in Tally.
- j) Write any 2 features of Tally.
- k) What is an icon?
- l) Write any 2 advantages of MS-Outlook.

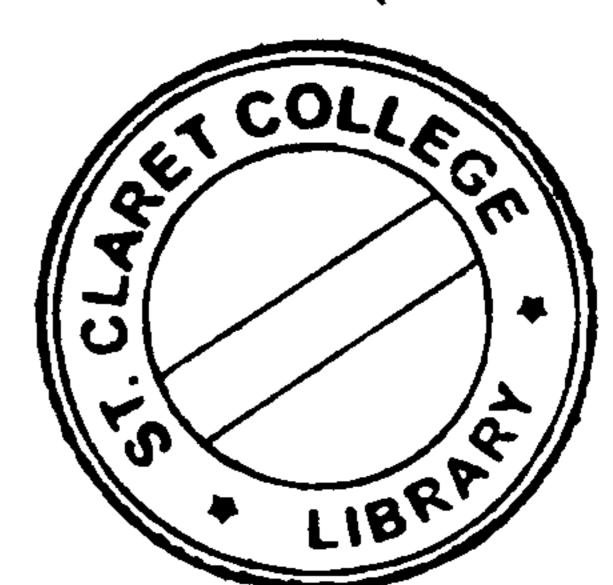
## SECTION - B

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

 $(5\times5=25)$ 

- 2. Briefly explain any 5 features of MS-Word.
- 3. How do you move and copy text in MS-Word.
- 4. Explain any five HTML Tags.
- 5. What are the advantages of Tally?

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- 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.

 $(3\times15=45)$ 

- 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.