



MS – 446

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IV Semester B.Com. Examination, May 2016  
(Prior to 2013-14) (Repeaters)  
**COMMERCE**  
Paper – 4.5 : Computer Business Applications  
100 marks 2012-13 Only  
90 marks Prior to 2012-13

Time : 3 Hours

Max. Marks : 100/90

**Instruction:** Section 'D' should be attended by the candidates who are writing the exam for **100** marks only. Answer should be **completely in English** only.

SECTION – A

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

1. a) What is an icon ?
- b) What is MS-Excel ?
- c) What is word processor ?
- d) What do you mean by slide layout ?
- e) Write any two accounting softwares.
- f) What do you mean by tally silver ?
- g) What is an internet explorer ?
- h) Write the meaning of find option.
- i) What do you mean by column chart ?
- j) Write the meaning of MS-Outlook.
- k) What is the path to view purchase register ?
- l) How do you check spelling of a word ?

SECTION – B

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

2. Write a note on paragraph and spacing.
3. What do you mean by "sort data" ? Explain.
4. State and explain the different types of view, in MS-Powerpoint.

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5. Briefly explain desktop publishing.
6. Write the characteristics of tally.
7. Briefly explain format menu.
8. Write a note on inventory features of tally.

SECTION – C

Answer **any three** of the following. **Each** question carries **fifteen** marks. (3×15=45)

9. Briefly explain the anatomy of MS-Word.
10. What are the important features of MS-Powerpoint ? State the advantages of MS-Powerpoint.
11. Explain the different types of charts in MS-Excel.
12. Define accounting software. Explain the important characteristics of accounting software.
13. Explain the mail merge procedure in detail.

SECTION – D

Answer the following. Carrying **ten** marks :

(1×10=10)

14. Briefly explain different vouchers in tally.
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