

IV Semester B.Com. Examination, November/December 2008
(Repeaters)
COMMERCE

5.4 – Computer Business Applications

Time: 3 Hours

Max. Marks: 90

Instruction : Write only in English.

SECTION – A

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

1. a) What is windows explorer ?
- b) Define icon.
- c) What do you mean by file ?
- d) What is meant by software ?
- e) Define Operating system.
- f) What is meant by short cut menu ?
- g) How to create a new ledger in tally ?
- h) Define spread sheet.
- i) What is status bar ?
- j) How will you exit from tally ?
- k) Expand -HTML.
- l) What do you mean by folder ?

SECTION – B

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

2. Explain the various components of task bar.
3. Explain the table features in MS-Word.
4. Explain the different charts in MS-Excel.
5. How do you create a new presentation in Ms-power point ?

6. Specify the different views of slide show in MS-power point.
7. Explain the need and advantages of desktop publishing.
8. What are the accounting vouchers in tally ? Explain any five.
9. What are the advantages of tally ?

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. How will you create a company in tally ?
12. What are the features available for format menu in MS-Excel ?
13. Explain the types of cyber crimes.
14. Explain the features of windows explorer.
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