

IV Semester B.Com. Examination, May/June 2010
(Semester Scheme) (For 07-08 Batch and Onwards)(F + R)
COMMERCE
Paper – 4.5 : Computer Business Applications

Time : 3 Hours

Max. Marks : 90

Instruction : Answers should be completely in English.

SECTION – A

Answer **any ten** sub-questions. **Each** question carries **two** marks.

(10×2=20)

1. a) What is word wrap ?
- b) Give the meaning of macros.
- c) Write any two features of MS-Excel.
- d) Define Tally Audit.
- e) Define Drop cap.
- f) What is work book ?
- g) Give the meaning of Purchase Voucher.
- h) What is a format painter ?
- i) Explain recycle bin.
- j) What is an active cell ?
- k) Write a note on filters in Excel.
- l) How to create an E-mail account ?



SECTION – B

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

(5×5=25)

2. Explain text formatting in MS-Word.
3. Mention the advantages of Tally.
4. Explain any five HTML Tags.
5. Explain various softwares used in DTP.
6. Explain different document views in MS-Word.
7. Explain absolute and relative cell reference with example.
8. Explain the options of the standard tool bar in MS-Excel.
9. Explain the security techniques used in computers.

SECTION – C

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

(3×15=45)

10. Explain the various functions used in MS-Excel.
 11. Define Mail Merge. Explain the steps in Mail Merge.
 12. a) Explain different types of computer viruses.
b) Explain computer security methods.
 13. a) Explain the different slide views of powerpoint.
b) List any six activities of MS-Outlook.
 14. Explain the contents of a company creation in Tally.
-