

V Semester B.Com. Examination, Nov./Dec. 2007  
(Semester Scheme)  
**COMMERCE**

**Paper – 5.4 : Computer Business Applications**

Time : 3 Hours

Max. Marks : 90

*Instructions : Section– A answer any 10 sub-questions. Each question carries 2 marks.*

*Section – B answer any 5 questions. Each question carries 5 marks.*

*Section – C answer any 3 questions. Each question carries 15 marks.*

**SECTION – A**

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

1. a) How to insert a Clipart ?
- b) How to insert a Page number ?
- c) What do you mean by alignment ?
- d) Mention the types of change case.
- e) What do you mean by Format Painter ?
- f) Explain WWW.
- g) Explain HTTP.
- h) Explain SUMIF and COUNTIF.
- i) Explain ZIP FILE.
- j) Explain Broad Band Services.
- k) Explain MODEM.
- l) How to Hide a File ?

## SECTION – B

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

(5×5=25)

2. How do you record Macros in MS Excel ?
3. What do you mean by Antivirus ?
4. Explain the steps used to add rows and columns to a worksheet.
5. Explain the features of Power Point Presentation.
6. Explain the different views of a slide with suitable illustrations.
7. Explain the contents of the Edit toolbar in MS-Word.
8. What are the advantages of MS-Excel ?
9. What do you mean by consolidation ? How do you consolidate two tables in MS-Excel ?

## SECTION – C

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

(3×15=45)

10. a) What are the legal implications promulgated by Govt. of India to avoid computer crimes ?  
b) Explain briefly :
  - i) Deleting a File
  - ii) Coping a File
  - iii) Restore a File
  - iv) Insert a File
  - v) Move a File.
11. a) Explain the salient features of creating charts.  
b) Mention any ten different font style names in MS Word.

(5+10=15)

(10+5=15)

12. a) Explain any six windows Accessories.  
b) Explain salient features of MS-Outlook. (8+7=15)
13. a) What are the differences between MS WORD and POWER POINT ?  
b) Explain the spell star facilities used in MS WORD.
14. Using Tally Accounting Package give journal entries for the following :
- 1) Gopal commenced business with cash Rs. 5,000
  - 2) Paid into bank Rs. 1,000
  - 3) Bought goods for cash Rs. 1,000
  - 4) Bought office furniture for cash Rs. 500
  - 5) Sold goods for cash Rs. 600
  - 6) Sold goods to Murthy on credit Rs. 400
  - 7) Bought goods from Narayan on credit Rs. 500
  - 8) Paid rent to Landlord Rs. 300
  - 9) Paid salary to Manager Rs. 100
  - 10) Sold furniture for cash Rs. 100
  - 11) Received commission form Suresh Rs. 200
  - 12) Bought goods Rs. 400
  - 13) Sold goods Rs. 500
  - 14) Sold goods to Shenoy Rs. 300
  - 15) Bought goods from Ramesh Rs. 200. (1×15=15)
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