

V Semester B.Com. Examination, Nov./Dec. 2009  
(Prior to 08-09 Repeaters Only)

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 meant by desktop ?
- b) What is GUI ?
- c) Give any two advantages of word processor.
- d) What are the steps to activate MS-Excel ?
- e) What is the use of power-point ?
- f) Define computer virus.
- g) Mention four important vouchers in Tally.
- h) What is a cell ? How is it referred ?
- i) What is Application software ?
- j) What is E-mail ?
- k) Expand URL.
- l) What is MS-out look ?

## 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 contents of formatting tool bar in MS-word.
4. Write a note on auto shapes.
5. Explain the screen layout of a power point window.
6. What is computer security ? Explain.
7. Explain the steps to add rows and columns to a worksheet.
8. What are the advantages of Tally ?
9. Write the steps for creation of ledger account in 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. What is a Table ? How do you insert a table into a word document ?
  12. Explain the following in MS-Excel.
    - a) Rows and columns
    - b) Cell address
    - c) Inserting a cell
    - d) Inserting and deleting column
    - e) Inserting a work sheet.
  13. What is Mail Merge ? Explain the steps in Mail-Merge.
  14. Write a note on Tally Reports.
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