

**Fourth Semester B.Com. Degree Examination, April/May 2019**

(CBCS Scheme)

**Commerce**

**COMPUTER APPLICATION IN BUSINESS**

Time : 3 Hours]

[Max. Marks : 90

Instructions to Candidates : Answers should be written completely in English.

SECTION – A

Answer any **TEN** sub-questions from the following. Each sub-question carries **2** marks. **(10 × 2 = 20)**

1. (a) What is windows?
- (b) What is scan disk?
- (c) What is scroll bar?
- (d) Expand : (i) PDF (ii) HTTP
- (e) What is print preview?
- (f) What is work sheet?
- (g) What is cell address in spread sheet?
- (h) What is Multimedia?
- (i) Define Voucher.
- (j) What is called computerised accounting?
- (k) Mention any 4 different Accounting Packages.
- (l) What is Journal?

SECTION – B

Answer any **FIVE** questions from the following. Each question carries **5** marks : **(5 × 5 = 25)**

2. Write the steps to change your windows password.
3. State the advantages of M.S. Word Processor.
4. What is Header & Footer in M.S. Word? State the steps to insert Header & Footer.

## Q.P. Code – 53434

5. What are the advantages of Electronic spread sheet? Briefly explain.
6. Explain briefly the functions in M.S. Excel.
7. What is Web page and explain the types of Web page.
8. What is tally? Explain the advantages of Tally Software.

### SECTION – C

Answer any **THREE** questions from the following. Each question carries **15** marks : **(3 × 15 = 45)**

9. (a) Briefly explain File Menu in MS Word.  
(b) How do you find and replace text in M.S. Word?  
(c) What is formatting of text? And explain formatting features of M.S. Word.
10. (a) Explain the steps to create charts in Excel.  
(b) Write the steps to add worksheet Rows & Columns in M.S. Excel.  
(c) Describe the features of M.S. Excel.
11. (a) Write the steps to create design templates.  
(b) What are the different views of slides in power point? Briefly explain.  
(c) What is M.S. Outlook? Explain the benefits of M.S. Outlook.
12. (a) What is E-mail? Discuss the advantages and disadvantages of E-mail.  
(b) Explain the types and importance of Security Measures.
13. (a) Explain the advantages of using computerised accounting.  
(b) Explain the steps to create a company in Tally.  
(c) Mention any five differences between manual accounting and computerised accounting.