

**Fourth Semester B.Com. Degree Examination,
September 2020**

(CBCS Scheme)

Commerce

COMPUTER APPLICATION IN BUSINESS

Time : 3 Hours]

[Max. Marks : 90

Answer should be written completely in English

SECTION – A

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

- (a) What is operating system?
- (b) Write any two features of windows 10.
- (c) What do you mean by Word Processor?
- (d) Write the short cut key for find and replace.
- (e) What is mail merge?
- (f) Write any 2 characteristics of spreadsheet.
- (g) Mention the types of Alignment.
- (h) State the different views of slide in MS power point.
- (i) Mention any 4 Hot Keys in Tally.
- (j) What is contra voucher?
- (k) Expand TDS and PDF.
- (l) Mention any 4 tally reports in tally software.

Sree Siddaganga College of Arts
Science & Commerce for women
LIBRARY, TUMKUR.

SECTION – B

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

(5 × 5 = 25)

2. Briefly explain the types of operating system.
3. Briefly explain the paragraph formatting text in MS Word.
4. Write the steps for cut, copy and paste options.
5. What are the components of Excel Window?

Q.P. Code – 53434

6. Explain the use of any five mathematical functions in Excel.
7. Briefly explain the types of virus.
8. Draw a gateway of tally startup screen.

SECTION – C

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

(3 × 15 = 45)

9. (a) What are the process of printing a document?
(b) State the steps to insert header and footer.
(c) Briefly explain the file menu. (5 + 5 + 5)
10. Briefly explain the overviews :
(a) Edit menu
(b) Tools menu
(c) Insert menu (5 + 5 + 5)
11. (a) Write a short note on slide animation.
(b) Write the procedure to create A presentation.
(c) Briefly explain slide show on overview of menus in presentation. (5 + 5 + 5)
12. (a) Briefly explain the advantages and disadvantages of Internet.
(b) Analyse the steps for creating E-mail. (8 + 7)
13. (a) Write the steps to install tally software.
(b) Briefly explain the various tally reports.
(c) Briefly explain the different types of voucher. (5 + 5 + 5)