



MS – 396

IV Semester B.Com. Examination, May/June 2013
(Semester Scheme)
(Fresh) (2012-13 and Onwards)
COMMERCE

Paper – 4.5 – Computer Business Applications

Time : 3 Hours

Max. Marks : 100

Instruction : Answer should be completely in **English** only.

SECTION – A

1. Answer **any eight** sub-questions. Each sub-question carries **2** marks. (2×8=16)
- What is Windows ?
 - What is word pad ?
 - State the types of word processor.
 - What is header and footer ?
 - What is cell ?
 - Give the meaning of work book.
 - State any two uses of PowerPoint.
 - What is a slide ?
 - Expand URL and http.
 - What is computer virus ?

SECTION – B

- Answer **any three** of the following questions. Each question carries **8** marks. (8×3=24)
- Explain the various components of taskbar.
 - Briefly explain the features of MS-Word.
 - What are the components of MS-Excel ?

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5. What is a task ? How do you create a task assignment ?
6. What are the advantages and limitations of Tally ?

SECTION – C

Answer **any four** of the following questions. Each question carries **15** marks. **(15×4=60)**

7. a) Explain different document views in MS-Word.
b) Explain the spell star facilities used in MS-Word.
 8. a) Explain the mail merge procedure in MS-Word.
b) What are the advantages of spread sheet ?
 9. Write a **short note** on :
 - a) Drop cap
 - b) Mouse operation
 - c) Text alignment
 10. What is MS-Outlook ? What are its features ?
 11. a) What is Tally ? List out different types of voucher in Tally.
b) Name the type of voucher used to record the following entries in Tally
 - i) Cash brought in by Proprietor
 - ii) Machinery purchased by cheque
 - iii) Cash deposited into bank
 - iv) Goods purchased on credit
 - v) Outstanding wages
 - vi) Sales Returns
 - vii) Purchase returns
 - viii) Cash received from debtors.
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