

[21-BC143]

AT THE END OF FIRST SEMESTER (CBCS PATTERN)

EXAMINATION

COMMERCE - INFORMATION TECHNOLOGY

UG PROGRAM (4 YEARS HONORS)

(W.E.F. Admitted Batch 2020-21)

(FOR B.COM (COMPUTER APPLICATIONS))

Time : 3 Hours

Maximum : 75 Marks

SECTION - A

I. Answer any Five questions. (5×5=25)

1. What are the Characteristics of Computer?
2. Write about Formatting of text and paragraph.
3. What are the parts of Ms-Excel window? Explain with neat diagram.
4. How to create a presentation?
5. How to add Controls to a Report in Ms-Access?
6. Explain the basic components of Computer.
7. Spelling and Grammar.
8. Sorting in Ms-Excel.

SECTION - B

II. Answer All the questions. (5×10=50)

9. a) Explain about various Generations of Computer.

(OR)

- b) Define an Operating System. Explain its functions.

10. a) What are the features of Ms-Word? Explain in detail.

(OR)

- b) Define a Macro? How to create, Run, Edit and delete it?

11. a) Explain about Formulas and function in Ms-Excel in detail.

(OR)

- b) What is a Chart? Explain step by step procedure to creating and editing a chart.

12. a) Explain about the parts of a Presentation Window? Explain the advantages of PowerPoint Presentation?

(OR)

(3)

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- b) How to inserting and editing an Object and Charts to a presentation?
13. a) Explain in detail about Sort and Filter Records in Ms-Access?

(OR)

- b) Write about Work with Data on Access Forms in detail.
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