MS – 390

IV Semester B.Com. Examination, May/June 2014
(Semester Scheme) (Prior to 2012-13) (Repeaters)
Paper – 4.5 : COMPUTER BUSINESS APPLICATION

Time : 3 Hours

Max. Marks : 90

Instruction : *Write only in English.*

SECTION – A

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

   a) What is the use of recycle bin ?

   b) What is file end folder ?

   c) How to active MS-Word ? Mention 2 steps.

   d) Mention any 2 uses of MS-Word.

   e) What is virus ?

   f) What is E-mail ?

   g) Expand HTML.

   h) Mention any 2 types of charts in MS-Excel.

   i) Mention any 2 types of vouchers in Tally.

   j) Write any 2 features of Tally.

   k) What is an icon ?

   l) Write any 2 advantages of MS-Outlook.

SECTION – B

Answer **any five** of the following. **Each** question carries **5** marks.　　(5×5=25)

2. Briefly explain any 5 features of MS-Word.

3. How do you move and copy text in MS-Word.

4. Explain any five HTML Tags.

5. What are the advantages of Tally ?

P.T.O.

6. Write advantages of D.T.P.

7. Explain the steps used to add rows and column to a worksheet.

8. Explain the steps in the creation of "Company" in Tally.

9. State the uses of PowerPoint.

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. Explain various functions used in MS-Excel.

12. Explain the different types of slide view in MS-PowerPoint.

13. Explain various operation of window explorer.

14. Write note on **any 3** of the following :
    a) Internet
    b) Antivirus.
    c) Cell address
    d) DVOP Cap.

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