FACULTY OF COMMERCE

B.Com. (CBCS) I – Semester Examination, November / December 2017

(Common Paper for General/Computers/Computer Applications/Advertising and Taxation Courses)

Information Technology

Paper Code-BC-107

Time : 3 hours

Max. Marks : 80

Part – A (5 X 4 = 20 Marks)

Answer any Five of the following questions in not exceeding 20 lines each.

1 RAM
2 Secondary Memory
3 Booting Process
4 Desktop
5 Formatting Text
6 Print Preview
7 Cell referencing
8 Slide sorter view

Part – B (5 X 12 = 60 Marks)

Note : Answer the following questions not exceeding FOUR pages each.

9 a) Explain in detail the generation of computers.

OR

b) Discuss the various components of a computer system.

10 a) What is an operating system? Explain the different types of operating systems.

OR

b) List out any five internal and fiver external commands of DOS with examples.

11 a) What is Mail-Merge? Explain its advantages.

OR

b) Explain the Menus and Tool Bars in MS-Word.

12 a) Discuss the applications of work sheet in business.

OR

b) State the mathematical and statistical functions in MS-Excel.

13 a) What is a slide view? Explain the different types of slide views in Power Point Presentation.

OR

b) What is Internet? Elaborate the various services available on internet.

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