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Register Number:

Name of the Candidate:

B.B.A. DEGREE EXAMINATION, May 2015**(FINANCIAL PLANNING)****(FIRST YEAR)****530: COMPUTER APPLICATION**

Time: Three hours

Maximum: 100 marks

SECTION-A**(10×2=20)****Answer any TEN questions**

1. Define IPO cycle.
2. Define the term Software.
3. What is a Control unit?
4. Give any Five Input Devices.
5. What is Folder?
6. What do you mean by Foot notes?
7. What is Auto correct?
8. What is a Chart?
9. What is Normal View?
10. What are Guides?
11. Mention any Two uses of Internet.
12. What are Search Engines.

SECTION-B**(4×10=40)****Answer any FOUR questions**

13. What are the components of Computer?
14. Explain the various types of Software.
15. Explain the procedure for creating a word document.
16. Write the steps to sort data in MS-Excel.
17. Explain the various views in a Power point.
18. How do you create a new mail message using outlook Express?

SECTION-C**(2×20=40)****Answer any TWO questions**

19. Explain various types of Computer.
20. Explain briefly the functions of an Operating System.
21. What is meant by Mail merge? Explain the methods for merging mails.
22. Explain the Spread sheet functions available under Ms-Excel.
