[16–GAHG–D4S]

338

Form No. Ex–8

Particulars about the candidate and the subject are **checked thoroughly** and corrected where necessary.

Sl. No. .....

EXAM CENTRE CODE : .....

Invigilator

Signature of Officer in-Charge

B.Com. 4th Semester Examination, 2016

Commerce

[Computer Application in Business] {BCM (S4) 15}

Time : 3 Hours

Full Marks : 80

Enrolment Number :

Medium of Answer :

INSTRUCTIONS TO CANDIDATES

1. This booklet contains 24 pages numbering 23. Please verify number of pages in the booklet before answering.
2. No pages of the script be torn out.
3. An examinee is allowed to bring only Admission Card and Identity Card to the Examination Hall. Any examinee found in possession of loose papers, books, mobile phones, etc., is liable to be expelled.
4. Enrolment Number and Medium of Answer must be written legibly at the specified places. Examinee's name and any other identifying mark which reveals examinee's identity shall not be written anywhere in the script.
5. For making calculations, etc., only the last page may be used.
6. Calculators will not be allowed for making calculations in the examination hall.
7. No candidate will be allowed to leave or go out of the Hall during the first hour of the Examination.
8. A candidate having completed his/her answer, the script must be handed over to an Invigilator before leaving the Hall.
9. Contravention of any of the instructions mentioned above shall render a candidate liable for disciplinary action as per regulations of the University.

Mandatory

Examiner's Signature : _____

Examiner's Full Name : _____

Scrutiniser's Signature : _____

Scrutiniser's Full Name : _____

Question Nos.	Marks
1.	
2.	
3.(a)	
3.(b)	
3.(c)	
3.(d)	
3.(e)	
3.(f)	
4.(a)	
4.(b)	
4.(c)	
5.(a)	
5.(b)	
5.(c)	
Total	

295 (CAB)

/89

Head Examiner's Signature : _____

1. Answer the following questions : 1×8=8

(a) What is ALU?

(b) What is recycle bin?

(c) What is binary number system?

(d) What is a cell?

(e) State the purpose of autosum button in MS-Excel.

(f) What is UNIX?

(g) Name the files that are needed for mail merge.

(h) What is clip art?

2. Answer the following questions : 2×8=16

(a) What is operating system?

(b) What are the buttons that appear in the title bar?

(c) What is computer memory?

(d) What is the function of tabs option?

(e) What is cache memory?

(f) What is the purpose of log off option?

(g) How is new data recorded in data source for mail merge?

(h) What is meant by slide?

3. Answer any *five* of the following questions : 4×5=20

(a) Discuss the characteristics of a computer.

(b) How can an MS-Word document be saved?

(c) What is networking?

(d) What is Read Only Memory?

(e) Discuss the steps for changing column width in MS-Excel worksheet.

(f) What is computer software?

4. Answer any *two* of the following questions : 8×2=16

(a) Discuss the purpose of mail merge. How are rows and columns inserted in MS-Excel? 4+4=8

(b) Discuss the role of computers in the present-day business environment. What is computer-aided design? 4+4=8

(c) What is control panel? How are tables inserted in MS-Word? 4+4=8

5. Answer any *two* of the following questions : 10×2=20

(a) What is secondary memory? How is a new folder created? What is meant by header and footer in MS-Word? 3+3+4=10

(b) How is a mail merge document created? How is the cell content in MS-Excel copied? Discuss the importance of MS-PowerPoint. 3+3+4=10

(c) Discuss the steps to create PowerPoint presentation. Discuss the importance of information technology in business. 4+6=10