
Note:- In the subject "Computer Applications in Business", topics Internet, Search Engine and E-mail are deleted from syllabus w.e.f. 2017-18. ✓

2015 NOV.

COMPUTER APPLICATIONS IN BUSINESS

Time Allowed: Three Hours

Maximum Marks : 60

Note:- Attempt *two* questions each from Sections A and B. Each question carries 9 marks. Attempt any *eight* short answer type questions from Section C. Each question carries 3 marks.

SECTION-A

[1] Give block diagram of a computer. Explain function of its different parts.

[2] Write a note on following I/O devices.

- (a) Printers.
- (b) Scanner.
- (c) Mouse.
- (d) Joystick.

[3] Explain the function of the following commands :

- (a) Format.
- (b) Diskcopy.
- (c) Undelete.
- (d) Echo.

[4] Write a note on Windows Explorer. What different options are available in control panel ?

SECTION-B

[5] How a table is created in MS-WORD ? Also discuss different operations on tables.

[6] What is the importance of creating power-point presentations to represent Information ? What are different ways of editing and formatting a presentation ?

[7] Discuss the use of IF, IF AND and IF OR for calculations in Excel.

[8] Give some applications of Internet.

SECTION-C

[9] Attempt any eight short answer type questions :

(a) List the services provided by an Operating system.

(b) Differentiate between Files and Folders.

(c) What is the use of recycle-bin ?

(d) Differentiate between a Function and a Macro.

(e) What are different types of graphs in excel ?

(f) How binary numbers are converted to Hexadecimal form ?

(g) What is Clipart ?

(h) Write a note on e-mail.

(i) Write basic features of e-mail.

(j) How formulas are entered in Excel ?

(3×8=24)