

2016 NOV.

# COMPUTER APPLICATIONS IN BUSINESS

Time Allowed: Three Hours

Maximum Marks : 60

**Note:-** Attempt *two* questions each from Sections A and B carrying 9 marks each and any 8 questions out of 10 short answer type questions from Section C carrying 3 marks each.

## SECTION-A

- [1] Give classification of computers based on different parameters like speed, efficiency and processing capability.
- [2] What is binary number system ? How a binary number is converted to octal and hexadecimal form ?
- [3] Give salient features of Windows 7 operating system.
- [4] What different operations are possible on files and folders ?

## SECTION-B

- [5] What are the basic features of any word processor? Explain the concept of creating, editing and saving a word document.
- [6] Explain any four financial functions available in MS Excel.
- [7] Give salient features of a PowerPoint presentation. How slides are created and viewed in PowerPoint ?
- [8] Write short notes on :
  - (a) Animation
  - (b) Internet and Search engines.

## SECTION-C (Compulsory)

- [9] Attempt any *eight* questions :
- (a) What is system software ?
  - (b) Differentiate between impact and non-impact printer.
  - (c) What is meant by secondary memory?
  - (d) How data is sorted in an Excel Sheet?
  - (e) How formulas are stored in an Excel Sheet ?
  - (f) What is a macro ?
  - (g) What are basic functions of an operating system?
  - (h) Is it possible to add slides from other presentation ? How ?
  - (i) What is a Compact Disk ?
  - (j) How we can install/uninstall new software/hardware in a system?