2017 NOV.
COMPUTER APPLICATIONS IN BUSINESS

Time Allowed: Three Hours   Maximum Marks : 60

Note:- The candidates are required to attempt **two** questions each from Sections A and B carrying 9 marks each and the entire Section C consisting of 10 short answer type questions carrying 3 marks each. Attempt any **eight** of them.

SECTION-A

[1] Discuss the features of any three input and output devices each.

[2] Perform the following conversions as per directions:

    (a) $1010_{10} = ?_2 = ?_8 = ?_{16}$

    (b) $5677_8 = ?_2 = ?_{10} = ?_{16}$

    (c) $AFFB_{16} = ?_2 = ?_8 = ?_{10}$

[3] Write short notes on the following :

    (a) Operating system   (b) Control panel

    (c) Windows Explorer.

[4] How the following are done in MS Word :

    (a) Creating table   (b) Inserting pictures

    (c) Previewing documents.

SECTION-B

[5] What are the different types of views available in MS Power Point ? Discuss the purpose of each type of view.

[6] What are the facilities provided by MS Excel ? How formulae are entered and copied in MS Excel ? Explain.

[7] Discuss any three functions each of the following types :

    (a) Statistical   (b) Financial   (c) Logical.

[8] How DBMS can be used for accounting ? Explain.

SECTION-C

[9] Attempt any **eight** questions :

(i)   What are the different classes of computes ?

(ii)   What are the different types of ROM ?

(iii)   Perform the following conversion :

    $ABCDEF_{16} = ?_8$

(iv)   Distinguish between internal and external commands of DOS.

(v)   How files and folders are moved in Windows ?

(vi) How indents and outdents are set in MS Word documents ?

(vii) What is the purpose of custom slide show in MS Power Point?

(viii) What is the difference between absolute and relative address in MS Excel ?

(ix) Distinguish between sorting and filtering.

(x) Define ER model.