Exam. Code : 121101
Subject Code : 102637

B.Com. (Hons.) 1ˢᵗ Semester (Batch 2024-28) (CBGS)

COMPUTER APPLICATIONS IN BUSINESS

Paper—BCO01009T

Time Allowed—3 Hours]   [Maximum Marks—50

Note :—Attempt **FIVE** questions in all, selecting at least ONE question from each section. The fifth question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. Define Operating System. What are the various functions performed by it ? Discuss.

2. Differentiate between :

    (a) Translator and Compiler.

    (b) General Purpose Packaged Software and Tailormade Software.

SECTION—B

3. What is the function of the 'Mail Merge' feature in Microsoft Word ? Explain by taking suitable example.

4. Create a table of your own choice and apply all formatting options using suitable example.

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SECTION—C

5. How can you create a new slide in PowerPoint ? Discuss a procedure to add animations to objects in a PowerPoint presentation.

6. What are the different types of slide layouts available in PowerPoint ? Explain with example.

SECTION—D

7. (a) Explain the difference between relative and absolute cell references.

   (b) How can you sort data in ascending or descending order in Excel ?

8. Explain the use of the following Spreadsheet functions :

   (a) Count

   (b) Average

   (c) Future Value (FV)

   (d) AND.