

# 2204 – C72 – IIISC – R – N – 16

THIRD SEMESTER B.Com. (Revised) DEGREE EXAMINATION, NOVEMBER 2016  
**COMPUTER APPLICATION IN BUSINESS**

## Paper II

Time : 3 Hours]

[Max. Marks : 80

*Answer all Sections according to internal choice.*  
**Question No. 12 i.e. Case Study is compulsory.**

### Section A – (Marks : $10 \times 2 = 20$ )

1. Answer any **ten** of the following questions, each carries **2** marks.

- a) What is Paste Special?
- b) What is Superscript?
- c) Write the Shortcut Key for Font increase & decrease.
- d) What is Drop Cap?
- e) What is document map?
- f) What is layout?
- g) What is an Animation?
- h) What are the uses of Power Point?
- i) Define Slide transition.
- j) Who developed HTML?
- k) Define System.
- l) What do you meant by System analysis?

### Section B – (Marks : $3 \times 5 = 15$ )

*Answer any **three** questions, each carries **5** marks.*

2. Explain the advantages of MS-Word 2007.
3. Explain the steps to insert row & columns in MS-Word 2007.
4. What is alignment? Explain the different types of Alignment.
5. Explain the features & facilities of MS-Power Point 2007.
6. .What is Frame? Explain any 4 Frame tags.
7. Define System Analysis. Explain the various activities of System Analysis.

[P.T.O.]

**Section C – (Marks : 3 × 15 = 45)**

*Answer any **three** questions, including  
Question No. 12 which is Compulsory.*

*Each question carries **15** marks.*

8. Explain any 3 groups from Home tab in MS-Word 2007.
  9. Explain presentation views & show/hide groups from View tab in MS-Power Point 2007.
  10. Write HTML code to prepare application for Job Form.
  11. Explain the elements of System.
  12. Assume that you are working in INSPIRE Business Limited. Your MD organised his 31st Birthday Party in office and insisted you to send birthday party invitation to all employees of your company. Prepare the invitation & send it using mail merge facility in MS-Word 2007.
  13. Write a short note on :
    - a) Change case in MS-Word 2007
    - b) Disadvantages & advantages of MS-Power Point 2007.
    - c) Data Flow Diagram (DFD)
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