B.Com. DEGREE EXAMINATION NOVEMBER 2017.

Third Semester

COMPUTER APPLICATIONS IN BUSINESS

COMPUTER APPLICATIONS – I

(Revised)

Time : Three hours   Maximum : 80 marks

Answer all sections subject to internal choice.

Question No.**12** is compulsory.

SECTION A – (10 × 2 = 20 marks)

1.   Answer any **TEN** questions. Each question carries **2** marks.

(a)   What is format painter?

(b)   What is an Access toolbar?

(c)   What is meant by Smart Art?

(d)   Define macro.

(e)   What is presentation?

(f)   What do you mean by Animation?

(g)   What is Slide Sorter View?

(h)   What is heading?

(i)   What is HTML?

(j)   Define checkbox with example.

(k)   What do you mean by open system?

(l)   Mention the elements of system.

SECTION B – (3 × 5 = 15 marks)

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

2.   Explain the advantages of MS-Word - 2007.

3.   Explain the steps how to create Header and Footer.

4.   What is change case? Explain the types of change case.

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5. Explain the applications of MS-Power point - 2007.

6. Explain the structure of HTML with example.

7. Explain the open and close system.

SECTION C – (3 × 15 = 45 marks)

Answer any **THREE** questions, including Q.No.**12**, which is compulsory, each carries **15** marks.

8. Explain the paragraph group options with diagram.

9. Explain illustration, links and text groups from insert tab in MS Power Point - 2007.

10. Assume that you are working in Infosys Software Pvt. Ltd. Your CEO organized progress meet of the company. Prepare the notice to all employees and send it using mail merge facility in MS-Word 2007.

11. Explain the characteristics of System.

12. Write HTML code to prepare result sheet in website.

13. Write a short note on:

    (a) Alignment in MS Word - 2007.

    (b) Advantages of MS Power Point - 2007.

    (c) Decision table.

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