THIRD SEMESTER B.Com. DEGREE EXAMINATION, NOVEMBER 2019

(Revised)

COMPUTER APPLICATIONS – I

Time : 3 Hours]   [Max. Marks: 80

*Answer **all** the sections subject to Internal Choice.*
*Question. No. **12** is **Compulsory**.*

Section A – (Marks : 10 × 2 = 20)

1. Answer any **ten** questions.
   a) Define word processor.
   b) Mention the different change case options.
   c) List the groups available in page layout tab of MS Word 2007.
   d) What is mail merge?
   e) Write the short cut keys to open a document and to save a document.
   f) Mention the methods of creating presentation.
   g) What do you mean by animation?
   h) What is slide transition?
   i) Expand HTML and WWW.
   j) What is comment tag in HTML?
   k) What is system?
   l) Expand DSS and TPS.

Section B – (Marks: 3 × 5 = 15)

*Answer any **three** of the following:*

2. Explain font group of home tab in MS Word 2007.
3. Explain the steps to print a document in MS Word 2007.
4. Explain spelling and grammar option in MS Word 2007.
5. Explain the procedure to insert picture in slide of MS PowerPoint 2007.
6. Write HTML code for ordered list with example.
7. Explain Data flow diagram.

Section C – (Marks: 3 × 15 = 45)

*Answer any **three** of the following including Question No. **12** which is **Compulsory**.*

8. Explain clipboard and paragraph group of home tab in MS Word 2007.
9. Explain animation tab in MS PowerPoint 2007.
10. Explain the steps to create mail-merge document in MS Word 2007.
11. Explain the elements of a system.
12. Write HTML code to design your resume.

[P.T.O.

13. Write short notes on any **three** of the following:

    a)   Advantages of MS Word 2007.

    b)   Different views in MS PowerPoint 2007.

    c)   Applications of MS PowerPoint 2007.

    d)   Decision trees.

    e)   Find and replace in MS Word 2007.

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