

B/JI/07
PG CO-XX

POST-GRADUATE COURSE

Term End Examination — December, 2009

M.Com.

COMPUTER APPLICATION IN BUSINESS

PAPER XX

Time — 2 hours

Full marks—50

(Weightage of marks—80%)

Special credit will be given for accuracy and relevance in the answer. Marks will be deducted for incorrect spelling, untidy work and illegible handwriting. The weightage for each question has been indicated in the margin.

Group – A

Answer **any two** questions : 15×2

1. Define the following (any three) : (5×3)
 - (a) Information System
 - (b) Workstation
 - (c) Machine Language
 - (d) Control Panel
 - (e) Extranet
2. State (three) functions of the following : (5×3)
 - (a) Operating System
 - (b) CPU
 - (c) Secondary Memory
3. State the differences between the following : (5×3)
 - (a) Procedural language and Object Oriented language
 - (b) Spread Sheet and Work Processor
 - (c) Servers and Workstations

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(2)

4. Write short notes on : (5×3)
 - (a) Mother Board
 - (b) Local Area Network
 - (c) Internet

Group – B

Answer **any two** questions : 10×2

5. Write the steps for the following : (2×5)
 - (a) Deletion of a Voucher Entry
 - (b) Change of Accounting Period
 - (c) Viewing of Cost Centre Break Up
 - (d) Passing of Contra-Voucher Entry
 - (e) Entry Viewing of Trial Balance
6. Write the steps in Power-Point Presentations for the following : (2×5)
 - (a) Insertion of Header & footer
 - (b) Rehearse Timings
 - (c) Create Slide
 - (d) Hide a slide
 - (e) Insertion of graphics
- 7.(a) How will you use Excel as a database ? 5
- (b) What is a Mail Merge Option ? Write the steps of "Mail-Merge". 5
8. Write the features of Internet working. 5
Write one use of LAN, WAN, MAN, VAN and MODEM. 5