

S.NO: 22N1-UC

Course Code: BCLa

A.D.M.COLLEGE FOR WOMEN, NAGAPATTINAM

(AUTONOMOUS)

B. Com Degree Examination

V Semester – November – 2022

CC XIIa –COMPUTER APPLICATION IN BUSINESS-THEORY

Time: 2 hours

Maximum Marks: 30

Section –A

(10X1=10)

Answer ALL the Questions

1. Define the term Hardware.
2. List out any two input devices.
3. What is an operating system?
4. Mention the parts available in a computer.
5. How will you save a file in Ms. Word?
6. What is mail Merge?
7. State the ways for editing documents.
8. What is a worksheet?
9. State the steps for creation of a company.
10. Bring out the method for creation of stock Category.

Section -B

(5X4=20)

Answer **ALL** the Questions

11. a) What are the characteristics of compute?

(Or)

b) Describe the Impact of Computers on Organizations.

12. a) State the Types of Computers

(Or)

b) What are output devices? Explain any five output devices

13. a) Explain the methods of creating a new document in word

(Or)

b) What are the features available in formatting documents?

14. a) Specify any five types of charts in excel

(Or)

b) Analyse the uses of statistical functions in MS Excel.

15. a) Explain the salient Features of Tally

(Or)

b) What are the Types of Vouchers?