

**Semester End Examination, Oct-Nov. 2019**

Programme: B.COM

Subject: Computer

Category: General Elective 1

Course Title: Computer Application

Semester: I

Paper No: 1

Time: 2 Hrs

Max. Marks: 60

**Instructions:**

1. The question paper contains 5 questions spread across 2 pages
2. All questions are compulsory with Internal Choice.
3. Answer Q.1 in not more than 100 words
4. Answer Q.2 to Q.5 in not more than 400 words
5. Figures to the right in brackets indicate maximum marks

Q1. Answer the following Questions (Any 4)

(4X3=12)

1. What do you mean by Transition and Animation in MS- PowerPoint?
2. Write shortcut keys for a) Top of worksheet b) Save as c) Move to the next worksheet.
3. Convert from Binary to Decimal and vice versa.

1	0	0	1	1	0	1	1
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4. Full form of MICR, OMR, BCR.
5. Write the steps to remove background of the image in MS-Word.
6. Explain Pivot Table in MS-Excel.

Q2. Write a short note on (any 2) of the following

(2X6=12)

1. Data, Information and Characteristics of Information.
2. Meaning and Features of Cloud Computing.
3. Different types of Charts in Excel.

Q3. Attempt (any 2) of the following

(2X6=12)

1. Explain Mobile Hardware and Mobile Software.
2. Role of Information Technology in Business, Health Service, Media and Education.
3. Explain ASCII and Unicode

Q4. Write a short Note on **(any 2)** of the following

(2X6=12)

- 1) Explain FTP, VoIP and SMTP in detail.
- 2) Explain Features of MS-Excel.
- 3) Explain the term Antivirus and application of it.

Q5. Attempt **(any 2)** of the following

(2X6=12)

1. Explain IOT (Internet of things) and it's Applications.
2. Explain any Six Input Devices.
3. Augmented Reality and Virtual Reality.