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[21-BC143]

DEGREE EXAMINATIONS

UG PROGRAM (4 YEARS HONORS)

(w.e.f. Admitted Batch 2020-21)

(FOR B.COM. (COMPUTER APPLICATIONS))

Time : 3 Hours

Maximum : 75 Marks

SECTION - A

I. Answer any Five questions. Each question carries 5 marks. (5×5=25)

1. What are the applications of Computer?
2. What are the advantages and applications of Word Processing?
3. What is a chart? Write the procedure to create a chart.
4. How to insert and edit a chart in a presentation?
5. How to create a Report in MS-Access?.
6. Explain different types of Languages.
7. Headers and Footers.
8. Pivot table.

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SECTION - B

II. Answer **All** the questions. Each question carries **10** marks.

9. a) Explain about classifications of Computers in detail.

(OR)

b) Define an Operating System. Explain its types.

10. a) Explain the parts of Word Window with neat diagram.

(OR)

b) Define a Mail Merge. How to create it? Explain step by step procedure.

11. a) Explain the features of MS-Excel in detail.

(OR)

b) What is a function? Explain various functions available in Excel.

12. a) How to create a presentation by using Auto Content Wizard?

(OR)

(3)

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b) Explain different types of slide show of a presentation.

13. a) How to create table and modify Table data in Access?

(OR)

b) Write about Sort and filter data in a query.