

Roll No. 066017

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1007IFT20
B.Com. Computer Applications (CBCS) DEGREE EXAMINATIONS,
APRIL/MAY - 2022
(Examination at the end of First Semester)
Part - II
INFORMATION TECHNOLOGY
(Regulation 2020-21)

Time : 3 Hours

Maximum Marks : 75

SECTION - A

Answer any Five of the following.

(5×5=25)

1. Characteristics of computer hardware.
2. Types of operating system.
3. Features of word processing.
4. Insertion of objects.
5. Features of spread sheet.
6. Auto content wizard.
7. Sort and Filter Records.
8. Format Reports.

SECTION - B

Answer all the questions selecting one from each unit.

(5×10=50)

Unit - I

9. a) Define computer and explain the generations of computer?

(OR)

- b) Discuss the various types of input devices of computer?

Unit - II

10. a) Explain the various parts of MS-Word window.

(OR)

- b) Elucidate the procedure to work with tables.

Unit - III

11. a) Discuss the parts of MS Excel with a diagram?

(OR)

b) Explain the various formulas in MS Excel?

Unit - IV

12. a) What is MS Power Point and explain the uses of Power Point in Presentation?

(OR)

b) Explain the importance of templates in preparation of power point persentation?

Unit - V

13. a) Describe the advantages of MS Access?

(OR)

b) Explain the ways of creating forms in Microsoft Access?
