

PSG COLLEGE OF ARTS & SCIENCE

(AUTONOMOUS)—.....

BCom DEGREE EXAMINATION DECEMBER 2018

(First Semester)

Branch - e-COMMERCE

COMPUTER BASICS

Time : Three Hours

Maximum : 75 Marks

SECTION-A (20 Marks)

Answer ALL questions

ALL questions carry EQUAL marks

(10 x 2 = 20)

- 1 What is a Hardware?
- 2 Name any four output devices of computer.
- 3 Give any two features of Ms-Word.
- 4 Write a about speil check in Ms-Word.
- 5 What is data?
- 6 Define chart.
- 7 Name any two uses of Ms-power point.
- 8 Name any two uses of Ms-Access.
- 9 What is a Ledger?
- 10 Define stock.

SECTION - B (25 Marks)

Answer ALL Questions

ALL Questions Carry' EQUAL Marks (5 x 5 = 25)

- 1 i a List down the generations of computer.

OR

- b Write about Language Translator.

- 12 a 'How to work with Tabic views'

OR

- b Write the short bout word tools.

- 13 a Give a short note on spreadsheets.

OR

- b Write about the process of formatting cells.

- 14 a Give an introduction to MS-Power point.

OR

- b How to include objects and pictures in a slide?

- 15 a Comment on 'Getting functional with Tally'.

OR

- b How to create Voucher types? Explain.

SECTION - C (30 Marks)

Answer any THREE Questions

ALL Questions Carry EQUAL Marks (3 x 10 = 30)

- 16 What are the components of computer system?

- ! 7 How to create, open and save Ms-Word documents?

- ! 8 Discuss on various types of charts.

- 19 Describe about an efficient power point slide preparation.

- 20 Write about creation, alteration and deletion in single and multiple mode.