

**PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)**

**BCom DEGREE EXAMINATION DECEMBER 2017
(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 Input device? Give example.
- 2 What is Hardware?
- 3 What is the shortcut key to insert current date and time in MS-Word?
- 4 What is Autocorrect in MS-Word?
- 5 What is Cell Range?
- 6 What is Macros?
- 7 Name four custom Animation in Powerpoint.
- 8 What is Queries?
- 9 What is the shortcut key is used to print a report in Tally?
- 10 What is the use of Debit Note in Tally?

SECTION - B (25 Marks)

Answer **ALL** Questions

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

- 11 a Write short note on types of Computers.

OR

- b Discuss the types of Software.

- 12 a Write a note on formatting in MS-Word.

OR

- b Write about types of views in MS-Word.

- 13 a Write the features of MS-Excel.

OR

- b Write a note on types of chart in MS-Excel.

- 14 a Write a note on MS-Powerpoint.

OR

- b Write the Application of MS-Access.

- 15 a Write the features of Tally.

OR

- b Write about vouchers types in tally.

SECTION - C (30 Marks)

Answer any **THREE** Questions

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

- 16 Write briefly about the components of computer system.
- 17 Explain in detail about tables in MS-Word.
- 18 Explain the following in MS-Excel
 - (i) Formatting Cells.
 - (ii) Aligning Cells
- 19 Write briefly about the parts of MS-Access Window.
- 20 Discuss briefly about Interest Calculation in Tally.