

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

**Bcom DEGREE EXAMINATION DECEMBER 2017  
(First Semester)**

Branch - **COMMERCE WITH COMPUTER APPLICATIONS**

**INTRODUCTION TO INFORMATION TECHNOLOGY**

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 Output device? Give example.
- 2 Define Software.
- 3 Write the spell check features in MS-Word.
- 4 Write about printing documents in MS-Word.
- 5 What is Data Analysis?
- 6 What is Macros?
- 7 What is Slide Transition?
- 8 What is Forms?
- 9 What is the short cut key used for cancel a voucher in Tally?
- 10 The Input Vat credit on capital goods should be defined under which category?

**SECTION - B (25 Marks)**

Answer ALL Questions

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

- 11 a Write a note on types of Computer.  
OR  
b Write about Input devices.
- 12 a What are the major features of Word processing?  
OR  
b Write a note on find and replace in MS-Word.
- 13 a Write any four functions available in MS-Excel.  
OR  
b Write the steps for create a pivot table in MS-Excel.
- 14 a Write the steps for creating slide in a PowerPoint.  
OR  
b What are the features of MS-Access?
- 15 a Write a note on features of Tally.  
OR  
b Write a note on creation of voucher types.

**SECTION- C (30 Marks)**

Answer any THREE Questions

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

- 16 Discuss briefly about IT enabled services.
- 17 What is Mail Merge? Explain.
- 18 What is a chart and explain different steps for inserting a chart in MS-Excel.
- 19 Explain in detail about formatting text in PowerPoint presentation.
- 20 Explain briefly about Ledgers and groups creations in Tally.

Z-Z-Z

END