

NOVEMBER/DECEMBER 2019

**MCM15B — COMPUTER APPLICATIONS
IN BUSINESS**

Time : Three hours

Maximum : 75 marks

SECTION A — (5 × 6 = 30 marks)

Answer ALL questions.

1. (a) Explain the components in a CPU.

Or

- (b) Discuss about the different types of scanner devices used for input.

2. (a) Explain the devices used for network interconnection.

Or

- (b) What are the benefits of E-mail? Explain.

3. (a) Describe the simple steps to create bullets in a word document.

Or

- (b) Explain Paragraph menu in MS Word.

4. (a) How to hide and unhide a worksheet in Excel?

Or

- (b) How do you merge and split cells in an Excel worksheet?

5. (a) How to Insert Picture and Clip Art?

Or

- (b) Write the steps followed in printing powerpoint presentation.

SECTION B — (3 × 15 = 45 marks)

Answer any THREE questions.

6. Explain the secondary storage devices available in a computer.
7. What is DNS? Explain the uses of DNS in web services.
8. What is Mail merge? Explain.
9. Explain the Conditional Formatting feature in MS-Excel.
10. Explain the procedures for manipulating slides in a presentation.

