

NOVEMBER/DECEMBER 2018

**MCM15B — COMPUTER APPLICATIONS
IN BUSINESS**

Time : Three hours

Maximum : 75 marks

SECTION A — (5 × 6 = 30 marks)

Answer ALL questions.

1. (a) Write a note on Speech recognition.

Or

- (b) Explain the two most commonly used output technologies.

2. (a) Describe the functions of the computer systems in client/server networks.

Or

- (b) How can you create E-mail Id's? Explain.

3. (a) What are the steps to follow for adding headers and footers in a document?

Or

- (b) Discuss the formatting tools available in toolbar.

4. (a) Explain ways in inserting pictures in Excel.

Or

- (b) Describe the steps for creating, operating and closing a workbook.

5. (a) Write the steps for inserting slides in an existing presentation.

Or

- (b) Discuss the steps for applying borders in presentations.

SECTION B — (3 × 15 = 45 marks)

Answer any THREE questions.

6. Explain the different categories of computer systems.
7. What is World Wide Web? Explain in detail.
8. Explain how images are embedded in a word document.
9. Narrate any 10 functions in Excel.
10. Discuss the steps for adding audio and video in presentation.