

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Discuss about the hardware concepts in brief.

Or

- (b) What are the types of software? Explain.

12. (a) How to format a document using the following paragraph alignment with

- (i) Indentation
- (ii) Tabs
- (iii) Using the ruler
- (iv) Header and footer
- (v) Numbering.

Or

- (b) Discuss about working with tables in MS-Word processing.

13. (a) How to handling formulas in MS-Excel?

Or

- (b) Discuss about the types of functions in MS-Excel.

14. (a) How to creating and editing slides in MS-PowerPoint?

Or

- (b) Discuss about formatting of text and paragraph in MS-PowerPoint.

15. (a) Discuss about the scope of electronic commerce.

Or

- (b) Write in brief about classification of E-Commerce.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

- 16. Discuss in detail about generation of computers.
- 17. Explain in detail about text formatting in MS word processing.
- 18. Describe the concepts involved in working with worksheets.
- 19. Explain in detail about designing, presentation and animation in MS-PowerPoint.
- 20. Discuss in detail about EDI concepts in E-commerce.

NOVEMBER/DECEMBER 2019

**BSCP56 — COMPUTER APPLICATION IN
BUSINESS**

Time : Three hours

Maximum : 75 marks

SECTION A — ($10 \times 2 = 20$ marks)

Answer ALL questions.

1. Define hybrid computers
2. What is a super computer?
3. How to print a document?
4. How spelling and grammar is utilized in MS Word?
5. Define header and footer.
6. List the types of chart available in MS Excel.
7. What are the components of power point window?
8. What are the different types of views?
9. Define e-commerce.
10. What is a smart card?

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