1203 – C72 – IIISC –R – N – 15

THIRD SEMESTER B.Com. (Revised) DEGREE EXAMINATION, NOVEMBER 2015

COMPUTER APPLICATION IN BUSINESS

Time : 3 Hours] [Max. Marks : 80

Answer **all** *sections according to internal choice.*
Question Number **12** *Case Study is compulsory.*

Section – A (Marks: 10 × 2 = 20)

1. Answer any **ten** questions, each carries **two** marks:

   a) Define word processor with example.

   b) Write the short cut keys for open and save as in MS-Word 2007.

   c) Name any 4 text/font formatting options.

   d) What is a comment in MS-Word 2007?

   e) Write the steps to insert a header and footer in MS-Word 2007.

   f) What is Drop cap?

   g) List the various methods to create presentation in MS-Powerpoint 2007.

   h) Define Slide transition.

   i) Write any 4 HTML tags related to table.

   j) Explain with syntax IMG and anchor tags.

   k) Differentiate open and closed system.

   l) Expand SDLC and DFD.

Section – B (Marks: 3 × 5 = 15)

Answer any **three** *questions.*
Each question carries **5** *marks.*

2. Explain font group in MS-Word 2007.

3. Explain the procedure to check spelling and grammar in MS-Word 2007.

4. Explain document view group of view tab in MS-Word 2007.

5. Explain the procedure to insert a sound clip on a slide.

6. Write an HTML code to create table having 3 rows and 3 columns.

7. Define system analysis. Explain the various activities of system analysis.

[P.T.O

Section – C (Marks: 3 × 15 = 45)

Answer any **three** *questions including question number* **12**, *which is compulsory.*

8. Explain any 3 groups from insert tab in MS-Word 2007.

9. What is slide? With neat diagram explain various slide layouts in Powerpoint 2007.

10. Create a web page of user registration form for creating a new e-mail account using HTML code.

11. Explain system development tools in detail.

12. XYZ limited company wants to send appointment letters for newly appointed employees. Prepare their appointment letters using mail merge facility in MS-Word 2007.

13. Write short notes on:
    a) Macros in MS-Word 2007.
    b) Custom animation in MS-Powerpoint 2007.
    c) Fact finding techniques in system analysis.
