3249 – C72 – IIISC –R – N – 14

THIRD SEMESTER B.Com. (Revised) DEGREE EXAMINATION, NOVEMBER 2014

COMPUTER APPLICATIONS – I

Time : 3 Hours] [Max. Marks : 80

Answer all sections subject to internal choice.
Question Number 12 is compulsory.

Section – A (Marks: 10 × 2 = 20)

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

   a) Define text editors. Name two text editors.

   b) Name any four groups of Insert tab in word 2007.

   c) Give keyboard shortcuts for copy and cut.

   d) What is Thesaurus?

   e) Name any two commands of proofing group in MS Word 2007.

   f) Give two advantages of presentations.

   g) What is custom animation in MS Powerpoint 2007.

   h) Expand HTML and HTTP.

   i) Name four basic tags of HTML.

   j) Name the elements of a system.

   k) What are Natural and artificial systems

   l) Define Data Dictionary.

Section – B (Marks: 3 × 5 = 15)

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

2. Explain Headers and Footers of MS Word 2007.
3. Explain Word Art of MS Word 2007.
4. Explain page setup group of MS Word 2007.
5. Give steps to insert picture on a slide in MS Powerpoint 2007.
6. Create a web page in HTML to illustrate numbered list.
7. Explain decision trees.

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Section – C (Marks: 3 × 15 = 45)

Answer any **three** *questions including question number 12, which is compulsory. Each caries 15 marks.*

8. Explain the tables of Word-2007.

9. Explain Illustrations and Text groups of INSERT tab in MS Powerpoint 2007.

10. Explain the structure of HTML. Give an example.

11. Explain types of systems.

12. Say, you want to send your birthday invitations to your friends. Prepare letters using mail-merge utility of MS Word 2007. Explain steps of Mail-merge wizard with diagrams.

13. Write short notes on:
    a) Decision tables
    b) Text formatting Tags in HTML
    c) Features of MS Powerpoint 2007.
