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Register Number:

Name of the Candidate:

B.Com. DEGREE EXAMINATION, May 2015

(COMPUTER APPLICATIONS)

(SECOND YEAR)

(PART – III)

210: COMPUTER CONCEPTS AND OFFICE AUTOMATION TOOLS

(New Regulations)

Time: Two hours

Maximum: 50 marks

SECTION – A

Answer any FOUR Questions

(4 × 5 = 20)

1. Explain the various Input and Output devices in computers.
2. What is Trouble shooting? Explain its necessity for computers.
3. Write brief notes on:
 - a) Find and Replace in MS-word 2000
 - b) Toolbars in Ms-word.
4. Explain about importing and exporting data in Excel 2000.
5. State and explain how to create power point presentations.
6. Describe the working of LAN.

SECTION – B

Answer any THREE Questions

(3 × 10 = 30)

7. Discuss in detail about files and Managing a PC.
8. Explain the various types of Operating Systems.
9. Describe in detail about Foot note and endnotes in Microsoft word.
10. Discuss about formatting, sorting and filtering data in Excel 2000.
11. Explain about the concept of Internet and Communication Channels.

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