MODEL QUESTION COURSE – THEORY

B.Com. DEGREE EXAMINATIONS
Semester: I(Computer Applications)
Course(1C): Information Technology

Time: 3 Hours.   Max Marks: 75

Section-A
Answer any **FIVE** of the following questions.   **5X5=25M**

1. What are the Applications of Computer?

2. Write about the parts of Word-Window.

3. What are the features of MS-Excel?

4. What are the features of MS-Power Point?

5. What are the basic queries in MS-Access?

6. What are the Basic Components of PC?

7. Write Types of Functions in MS-Excel.

8. What are the types of effects in Custom Animation?

Section-B
Answer **FIVE** questions.   **5X10=50M**

9. a) Explain about Computer Architecture.
                              (OR)
   b) Explain about functions of Operating System and types of Operating Systems.

10. a) What are the Features, Advantages and Applications MS-Word
                              (OR)
    b) Write the process how to prepare Progress Report of Students using Mail Merge.

11. a) How to Prepare Students Results Table with Total, Percentage and Pass/Fail using Formulas.
                              (OR)
    b) Write the process for Sorting, Filtering, Consolidation and Grouping in MS-Excell.

12. a) Write the process of how to prepare a power point presentation and slideshow.
                              (OR)
    b) Write about different types of animations in MS-Power Point.

13. a) Write the process how to Create a Report, Add Controls to a Report and Format Reports in MS Access.
                              (OR)
    b) Write the process how to create a Simple Access Database, Working with Table Data and Modify Table Data.