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Register Number:

Name of the Candidate:

B.Com. DEGREE EXAMINATION, May 2015

(FINANCE & INVESTMENT)

(FIRST YEAR)

530: COMPUTER APPLICATION

Time: Three hours

Maximum: 100 marks

SECTION - A

Answer any FIVE questions

(5 × 8 = 40)

1. What are the characteristics of computer?
2. List out the functions of operating system.
3. How to inserting filling and formatting a tables?
4. How do you working with word document?
5. What is the concept of spread sheet?
6. How to moving data from selected cells?
7. What are the merits and demerits of power point presentation?
8. What are the uses of internet specialties in recent scenario?

SECTION - B

Answer any THREE questions

(3 × 20 = 60)

9. Describe the general purpose packaged software and tailor made software.
10. Discuss about the followings:
 - a) Savings
 - b) Selecting text
 - c) Editing text
 - d) Finding and replacing text.
11. Briefly explain the generally used spread sheet function?
12. Give the overview of spread sheet.
13. Explain about the power point presentation functions.

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