

**POST-GRADUATE COURSE**  
**Term End Examination :**  
**December, 2014 / June, 2015**  
**COMMERCE**

**Paper-XX : Computer Applications in Business**

**Time : 2 Hours**

**Full Marks : 50**

( Weightage of Marks : 80% )

*Special credit will be given for accuracy and relevance in the answer. Marks will be deducted for incorrect spelling, untidy work and illegible handwriting. The weightage for each question has been indicated in the margin.*

**MODULE – I**

Answer any *two* questions :      15 × 2 = 30

1. Explain the following terms :      3 × 5 = 15
  - a) VLSI
  - b) LCD Monitors
  - c) Information
  - d) Micro-computers
  - e) VAN.
2. State the differences between the following :  

5 × 3 = 15

  - a) Data and Information
  - b) Dot Matrix Printer and Ink-Jet Printer
  - c) WAN and MAN.

3. Describe the uses of the following input devices :  

3 × 5 = 15

  - a) Key board
  - b) Mouse
  - c) Scanner
  - d) Bar Code Reader
  - e) Bio-metric readers.
4. Write short notes on the following :  

5 × 3 = 15

  - a) WLAN
  - b) DOS
  - c) Internet working.

**MODULE – II**

Answer any *two* questions :      10 × 2 = 20

5. Write steps for the following :  
  - a) Auto para sub-numbering and return to original serial number
  - b) Automatic correction of word typed wrongly.

5 + 5
6. How would you use Excel as a database ?  
 Explain the facilities that are available in Excel in connection with database.      10
7. How will you perform the following in Tally software ?  
  - a) Alter a Ledger Head.
  - b) See Funds Flow and Cash Flow Statements.

- c) Change the data of a voucher entry which was passed earlier.
- d) Create cost centres.  $2 + 3 + 3 + 2$
8. a) What do you understand by the term 'operating system' ? State its role.
- b) State for what purposes you would use a Machine Language, High Level Language, Assembly Language and Object Oriented Languages.  $4 + 6$
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