

QP Code: 22/PT/9/XX (Old)

POST-GRADUATE COURSE

Term End Examination — June, 2022/December, 2022

COMMERCE (Old Syllabus)

Paper-XX : COMPUTER APPLICATIONS IN BUSINESS

(Up to January 2021 Enrolment Session)

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.

Use of scientific calculator is strictly prohibited.

Module - I

Answer any *two* of the following questions : $12\frac{1}{2} \times 2 = 25$

1. (a) What is Computer hardware ? Discuss different types of computer systems. $2 + 4\frac{1}{2}$
- (b) What is an input device ? Discuss various input devices. $2 + 4$
2. (a) What is Personal Computer (PC) ? What are the main components of personal computer ? $2\frac{1}{2} + 6$
- (b) Discuss PC as virtual office. 4
3. What is Computer Network ? Discuss different types of computer network. $2\frac{1}{2} + 10$
4. What is Operating System ? Discuss various Application software. $2\frac{1}{2} + 10$

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Module - II

Answer any *two* of the following questions : $12\frac{1}{2} \times 2 = 25$

5. (a) What is MS-Word ? Discuss various commands in MS-Word. $2\frac{1}{2} + 6$
- (b) Discuss 'Command for Graphics' in MS-Word. 4
6. What is MS-Excel ? Discuss some useful commands in MS-Excel. $3 + 9\frac{1}{2}$
7. (a) What is presentation package ? Discuss with example. $6\frac{1}{2}$
- (b) Discuss various usages of PowerPoint. 6
8. Write short notes on any *four* of the following based on Tally : $3\frac{1}{8} \times 4$
- (a) Financial Accounting Package
- (b) Creation of Company
- (c) Ledger Head
- (d) Group Head
- (e) Alteration/Deletion
- (f) Change of Accounting Period.
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