Register Number :

Name of the Candidate :

1 5 7 9

B.B.A.(Financial Planning)
DEGREE EXAMINATION, 2011

(FIRST YEAR)

(PART - III)

(PAPER - II)

530. COMPUTER APPLICATIONS

May]   [Time : 3 Hours

Maximum : 100 Marks

SECTION - A   (10 × 2=20)

Answer any TEN questions only.

All questions carry equal marks.

1. What is a computer ?

2. Define operating system.

3. Write the purpose of header and footer.

4. What is an indentation ?

5. How to create a spreadsheet ?

6. Define formula copying.

7. How can you save a workbook ?

8. What is layout ?

9. What is a slide ?

10. Define internet.

11. List out the uses of internet.

12. Illustrate protocol.

SECTION - B　　(4 × 10=40)

Answer any FOUR questions.
All questions carry equal marks.

13. Differentiate hardware and software.

14. Describe about mailmerge.

15. Briefly explain the concepts of word processing.

16. Explain the spreadsheet functions.

17. Write the steps involved in the preparation of powerpoint presentation.

18. Describe the anatomy of internet.

SECTION - C　　(2 × 20=40)

Answer any TWO questions.
All questions carry equal marks.

19. Explain the following :

    (a) Application of software.

    (b) Overview of operating system.

20. Illustrate in detail the following :

    (a) Page formatting.

    (b) Bullets and numbering.

    (c) Paragraph formatting.

21. Describe in detail

    (a) Create a workbook.

    (b) Save a workbook.

    (c) Editing and deleting a workbook.

22. Discuss the following :

    (a) World Wide Web.

    (b) Search Engines.

    (c) Internet terminologies.