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SUBJECT CODE NO:- CC-3386
FACULTY OF COMMERCE AND MANAGEMENT
B.Com F.Y (Sem.-I) (CBCGS) Examination Oct/Nov 2019
Computer Application in Business-I

[Time: Two Hours]**[Max. Marks: 50]****N.B**

Please check whether you have got the right question paper.

1. Question Number 1 is compulsory.
2. Solve any three from Questions 2 to 6.

Q.1

A) Multiple choice questions

04

1. The language that the computer can understand and execute is called _____.
 - a) Machine language
 - b) Application software
 - c) System program
 - d) None of the above
2. A power point presentation is also known as _____.
 - a) Slide show
 - b) Power paint
 - c) MS word
 - d) Document
3. _____ bar provides any calculations or formulas you need to use in Excel.
 - a) Formula bar
 - b) Toolbar
 - c) Status bar
 - d) Menu bar
4. The binary system use power of _____ for positional values.
 - a) 2
 - b) 10
 - c) 8
 - d) 16

04

B) Fill in the Blanks:

- 1) The octal number system has base _____
- 2) A _____ is a collection of worksheets saved in a single spread sheet file.
- 3) In MS word, ctrl+S is for _____
- 4) To open the eocisting presentation, press _____

Q.2

14

- a) Convert the following decimal number into its binary equivalent
20
- b) Convert the following binary number into its decimal equivalent
(11011)₂
- c) Convert the following decimal number into its octal equivalent.
(739)₁₀

- d) Convert the following octal number to its equivalent decimal number
(267)₈
- e) Convert the following octal number to its binary equivalent.
(567)₈
- f) Convert the following binary into its octal equivalent
(110101001)₂
- g) Convert the following hexa decimal to decimal equivalent.
(ADD)₁₆

- Q.3** What is Mail-Merge? Explain the process for creating Mail-Merge in MS WORD. 14
- Q.4** Explain the process of Adding Clipart / image and inserting Audio, Video and Objects. 14
- Q.5** Explain the process of creating a New Worksheet and Entering Text, Number and Formulas in MS-EXCEL. 14
- Q.6** Write short notes on **(any two)** 14
 - a) Assembly language
 - b) Explain the produce to change the slide
 - c) How to create table in MS-Word?
 - d) Types of charts in excel.