BCS GOVT PG COLLEGE DHAMTARI

Internal Assessment Examination 2020-21

BCom (IT) I Year

Computer Application-II

Date-5/4/2021

Attempt any one question.

1. (a) Explain mail merge process in MS-word.

   (b) What is Word processing software and its features.

2. (a) What is Macro in MS-Excel? Explain it.

   (b) Write the following (i) ceiling (ii) fact (iii) mod (iv) log (v) tan

3. (a) What is slide transition.

   (b) What is Animation? Explain it .

4. (a) What is slide transition.

   (b) Write sorting and filtering in MS-Access.

5. (a) What is animation ? Write their types.

   (b) Write drawing and painting tools in Animation.

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BCom (IT) I Year

Computer Application-I

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Note- Attempt any one question.

1. WHAT IS COMPUTER SYSTEM? EXPLAIN THE BLOCK DIAGRAM OF COMPUTER SYSTEM.

2. WHAT IS OUTPUT DEVICE? EXPLAIN ANY TWO INPUT DEVICES.

3. WRITE A SHORT NOTES:-

   (A)PRIMARY MEMORY
   (B)SECONDARY MEMORY
   (C)APPLICATION S/W

4. WHAT IS COMPUTER SOFTWARE? EXPLAIN THE TYPES OF COMPUTER SOFTWARE?

5. WHAT IS DOS? EXPLAIN ANY FIVE INTERNAL DOS COMMANDS?