

# BCS GOVT PG COLLEGE DHAMTARI

Assignment - 2021-22

B.COM - I Year

Computer Application – I/II

Max Marks-10

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(Answer any one Question) All questions carry equal marks.

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1. WHAT IS COMPUTER SYSTEM? EXPLAIN THE CHARACTERSTICS OF COMPUTER SYSTEM.
2. WHAT IS INPUT DEVICE? EXPLAIN ANY TWO INPUT DEVICES.
3. WRITE A SHORT NOTES:-  
  
(A)RAM  
(B)ROM  
(C)HARD DISK
4. EXPLAIN MAIL MERGE PROCESS IN MS-WORD ?
5. WHAT IS MACRO IN MS-EXCEL? EXPLAIN WITH EXAMPLE ?

# BCS GOVT PG COLLEGE DHAMTARI

Assignment - 2019-20

B.COM - I Year

PC Software and MultiMedia

PAPER-II

Max Marks-50

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All questions are compulsory.

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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.