



MODEL QUESTION COURSE – THEORY

B.Com. DEGREE EXAMINATIONS

Semester: I(Computer Applications)

Course(1C): Information Technology

Time: 3 Hours.

Max Marks: 75

Section-A

Answer any **FIVE** of the following questions.

5X5=25M

1. What are the Applications of Computer?
2. Write about the parts of Word-Window.
3. What are the features of MS-Excel?
4. What are the features of MS-Power Point?
5. What are the basic queries in MS-Access?
6. What are the Basic Components of PC?
7. Write Types of Functions in MS-Excel.
8. What are the types of effects in Custom Animation?

Section-B

Answer **FIVE** questions.

5X10=50M

9. a) Explain about Computer Architecture.
(OR)
b) Explain about functions of Operating System and types of Operating Systems.
10. a) What are the Features, Advantages and Applications MS-Word
(OR)
b) Write the process how to prepare Progress Report of Students using Mail Merge.
11. a) How to Prepare Students Results Table with Total, Percentage and Pass/Fail using Formulas.
(OR)
b) Write the process for Sorting, Filtering, Consolidation and Grouping in MS-Excell.
12. a) Write the process of how to prepare a power point presentation and slideshow.
(OR)
b) Write about different types of animations in MS-Power Point.
13. a) Write the process how to Create a Report, Add Controls to a Report and Format Reports in MS Access.
(OR)
b) Write the process how to create a Simple Access Database, Working with Table Data and Modify Table Data.