FACULTY OF COMMERCE
B.Com., I-Semester (Old-Backlog) Examinations, December-2020
(Common Paper for General, Computers & Computer Applications)
Information Technology

Time: 2 Hours   **Max Marks: 80**

Note: Answer any **FOUR** questions not exceeding 4 pages each, in case of theory questions.

4x20=80M

1. What is Computer? What are its features, advantages and limitations?

2. Explain the basic components of a computer system.

3. Discuss the different types of operating systems with suitable examples.

4. What do you understand by Windows Accessories? Explain the latest version of Windows Accessories.

5. "A word processor is software that allows users to create, edit, and print documents." Explain.

6. Define Mail Merge. Discuss the process of mail merge.

7. Describe the features, application and advantages of Spread Sheet.

8. State the main features of MS Excel. Explain the latest version of it.

9. Define Power Point Presentation. Discuss how to create and apply it.

10. What do you understand by multi-media? What are its purposes? How is it useful?

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