KAKATIYA UNIVERSITY
B.Com, I - YEAR : SEMESTER END – I
C.B.C.S. – 2016
Subject: BC-107: Information Technology

Time: 3 Hours   **Max. Marks: 60**

SECTION – A

I. Answer all the questions   **5 X 2 = 10**

   a) Memory of a computer
   b) Cryptography
   c) Mail merge
   d) Sorting
   e) Animation

SECTION – B
5 X 10 = 50

2. Answer all the questions   **5 x10=60**

a) What are the different input devices? Explain their limitations.

               (OR)

b) Explain the components of a computer system with the help of a block diagram.

3.

a) Explain the internal and external commands in MS DOS.

               (OR)

b) Discuss the tools in Desktop. How do you customize Desk top

4.

a) How do you create and edit document? Explain the relative merits and options in this regard.

(OR)

b) What are the features of MS Word ? Explain the use of Clip and Figures in MS Word

5.

a) Explain the Tool bar of Excel spread sheet? How do you perform different statistics and mathematical functionS?

(OR)

b) How do you enter a formula in spread sheet? Explain different charts and graphs in Excel.

6.

a) Explain the process to create a Power Point Presentation? Briefly explain the uses of animation.

(OR)

b) What is Multimedia? Explain the applications of multimedia.