

CLASS: B.B.A.

15A/47

St. JOSEPH'S COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 620 002

SEMESTER EXAMINATIONS – APRIL 2015

TIME: 2 Hrs. 20 Min.

MAXIMUM MARKS: 70

SEM	SET	PAPER CODE	TITLE OF THE PAPER
II	2014	14UBU230402	COMPUTER APPLICATION PACKAGE FOR MANAGERS

SECTION – B

Answer all the questions:

5 x 5 = 25

31. a. Distinguish between hardware and software?

OR

b. Explain about file manger.

32. a. Write note on auto-correct.

OR

b. Explain spelling and grammar tool.

33. a. How to create and edit worksheet?

OR

b. What are the steps to create a chart?

34. a. How to manipulate slides?

OR

b. State the steps for printing a presentation.

35. a. What are the salient features of Tally?

OR

b. How to delete and alter a Ledger?

SECTION – C

Answer any THREE questions:

3 x 15 = 45

36. Discuss in detail – “Types of Computer”.
37. Enumerate about Mail Merge.
38. List out the options available in the forma menu.
39. Explain about animation and sounds.
40. What heads under what groups?

Capital	Goodwill
Rent received	Cash in hand
Rent	Furniture
Purchase	Bank accounts
Carriage inwards	Prepaid charges
Discount allowed	Outstanding salary
Bills payable	Commission
Insurance	
