

**Faculty of Commerce**  
**B.Com. I-Year, CBCS - I Semester Examinations 2018-19**  
(For All Streams of B.Com)

**PAPER: INFORMATION TECHNOLOGY**

Time: 3 Hours

Max Marks: 50

**Section-A**

I. Answer any FIVE of the following questions

(5x4=20 Marks)

1. EPROM
2. Wild card characters
3. Macros
4. Validation
5. Browser
6. DOS
7. Software
8. LAN

**Section-B**

II. Answer the following questions

(5x6=30 Marks)

9. (a) Explain the technological improvements in different Generations of Computers.

(OR)

(b) Define components of a computer system with suitable examples.

10.(a) What is operating system? What are the types of the operating systems?

(OR)

(b) Explain the major features of Windows.

11.(a) Write a note on the menus and toolbars of MS-Word.

(OR)

(b) What is Mail Merge? What are the advantages of Mail Merge? Write the procedure of Creating Mail Merge.

12.(a) Discuss about the importance of spread sheet packages?

(OR)

(b) What are the various types of advanced tools in worksheet in detail?

13.(a) What is the role of power point presentation in real world? Explain its advantages.

(OR)

(b) What is Internet? Write about various services available on Internet.

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