M. COM. (SEMESTER – I) EXAMINATION, NOVEMBER 2013
CO1 04 COMPUTER APPLICATIONS

Duration: 2 hours   Total Marks: 50

Instructions: 1) *All questions are compulsory.*
                            2) *Each question carries 10 marks.*

Q.1] Briefly answer the following: (5 x 2 = 10)
   a) Explain the procedure for adding sound effects to an animation in
      MS – PowerPoint.
   b) Explain any two categories of functions in MS – Excel.
   c) Explain any two company features in Tally.
   d) Explain the output of descriptive statistics in SPSS package.
   e) What is a watermark? Explain how can a watermark be added to a page in
      MS – Word.

Q.2.A] Discuss various animation features in MS – PowerPoint.   (10)
                                                OR
Q.2.B] Explain in detail the concepts of Data Description language, Data Manipulation
       Language and Data Control Language.   (10)

Q.3.A] Explain the utility of MS – Excel spreadsheets in business.   (10)
                                                OR
Q.3.B] Illustrate creation of worksheets for financial analysis in MS – Excel.   (10)

Q.4.A] Explain the use of multi currency feature in Tally.   (10)
                                                OR
Q.4.B] Explain cost centre feature in Tally with suitable illustrations.   (10)

Q.5.A] What is the procedure for creating a Data File in SPSS package? Explain the
       Analyze Menu in SPSS package.   (10)

                                                OR
Q.5.B] Define Query. Explain to what extent we can query in MS-Excel.   (10)

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