E 1735

Reg. No...................................

Name.......................................

B.A. DEGREE (C.B.C.S.S.) EXAMINATION, APRIL 2018

Fourth Semester

B.A. Corporate Economics

COMPUTER APPLICATIONS IN CORPORATE ENVIRONMENT

Time : Three Hours

Maximum Marks : 80

Part A (Definition Type Questions)

Answer all the questions in one sentence each.
Each question carries 1 mark.

Define the following :-

1. Control Unit.

2. Palm Top.

3. Assembly language.

4. WAN.

5. Title Bar.

6. ROM.

7. Spreadsheet.

8. QWERTY.

9. Editing.

10. Word Processor.

(10 × 1 = 10)

Part B

*Answer any **eight** of the following questions in a paragraph each.*
(Not exceeding 100 words)
Each question carries 2 marks.

11. What is Memory Unit ?

12. Uses of computers.

13. What is a Status Bar ?

14. What is Machine Level Language ?

15. What are the functions of an Operating System ?

Turn over

16. What is a Work Sheet ?

17. How do you format text in MS Word ?

18. What is a Utility ?

19. What are the parts of MS Word window ?

20. What is a Cell Address in Excel ?

21. What are the limitations of Computers ?

22. What are the applications of computers in Corporate Environment ?

(8 × 2 = 16)

Part C (Short Essays)

Answer any **six** *of the following questions in one and a* **half pages** *each.*
(Not exceeding 150 words).
Each question carries 4 marks.

23. Write a note on the Basic Anatomy of computers.

24. What are the features of Word Processors ?

25. Write a note on different types of charts available in MS Excel.

26. What are the functions of Arithmetic and Logic Unit ?

27. Explain the different types of memory.

28. Explain the use IF function in MS Excel.

29. Discuss the different options available for editing in MS Word.

30. Distinguish between Input and Output Devices with examples.

31. Explain the steps involved in inserting a table in MS Word.

(6 × 4 = 24)

Part D (Long Essays)

Answer any **two** *of the following questions.*
(Not exceeding **four pages** *each).*
Each question carries 15 marks.

32. Discuss the evolution of Computers.

33. Discuss the different types of System Software.

34. What is Mail Merge ? What are its advantages ?

35. What are the features of a Spreadsheet ? Discuss important functions available in MS Excel.

(2 × 15 = 30)