

20000160



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Reg. No.....

Name.....

M.Com. DEGREE (C.S.S.) EXAMINATION, MAY 2020

Fourth Semester

Faculty of Commerce

E-Commerce

IT 04 E01—INFORMATION TECHNOLOGY & BUSINESS

(2012 Admission onwards)

Time : Three Hours

Maximum Weight : 20

Section A

*Answer any five questions.
Each question carries a weight of 1.*

1. Name the tool used for finding synonyms and antonyms in Word.
2. Explain the usage of Crop option of the picture toolbar.
3. State the different ways how voucher types are grouped in Tally.
4. State the method of Saving a chart.
5. State two features of powerpoint.
6. What do you mean by Tally Audit ?
7. Explain the procedure for editing chart axis display.
8. What is a Pie-Chart ?

(5 × 1 = 5)

Section B

*Answer any five questions.
Each question carries a weight of 2.*

9. What is the difference between Animation and Transition ? Which view can be used to insert and test the *two* effects ?
10. How to rotate text in a chart ?
11. Explain the procedure of sorting text and numbers in a worksheet.

Turn over





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12. Write the steps of inserting header and footer in a workbook.
13. Examine the steps to create a security control for tally users.
14. State the few types of main document used in mailmerge.
15. State the logical functions of Excel.
16. Write the steps of adding borders in Cells.

(5 × 2 = 10)

Section C

*Answer any **one** questions.
The question carries a weight of 5.*

17. Briefly explain the steps for creating a Powerpoint Presentation.
18. Explain the procedure of creating chart in Excel. Show how to insert a Pie Chart in the worksheet.
19. Briefly explain the generation of reports in Tally.

(1 × 5 = 5)

