

21. You are requested to prepare Identity Cards for the candidates of Annamalai University. The ID card content is the same for all candidates, but addresses are different. Write WS entries to generate reports using mail merge option. Prepare some sample ID card format.
22. List the features of Tally or any other accounting package with which you are familiar. Write down the steps for creating financial report and balance sheet.

Register Number :

Name of the Candidate :

**6 7 8 3**

**B.B.A. DEGREE EXAMINATION, 2008**

(APPLIED MANAGEMENT)

(FIRST YEAR)

(PART - III)

(PAPER - II)

**140. ORIENTATION TO COMPUTERS**

December ]

[ Time : 3 Hours

Maximum : 100 Marks

**SECTION - A** (10 × 2 = 20)

*Answer any TEN questions.*

*All questions carry equal marks.*

1. What is a computer ? Give its uses.
2. What are low level languages ?
3. Define software and source program.

**Turn over**

4. Distinguish between compiler and interpreter.
5. How can you perform arithmetic operations in MS-Word ?
6. Write the items of Edit menu in MS-Word.
7. State the use of the formula bar in Excel.
8. List the effects of Excel.
9. State the commands for insert, delete, append and move slides in Powerpoint.
10. State the use of Powerpoint in teaching.
11. How will you maintain records of inventory ?
12. What are profit and loss accounts ?

**SECTION - B** (4 × 10 = 40)

*Answer any FOUR questions.*

*All questions carry equal marks.*

13. What is meant by the memory of a computer system ? What are the types of memory available in a computer system ?
14. Explain machine language and assembly language. Distinguish between low level language and high level language.

15. What is the difference between hard formatting and soft formatting ? What are the formatting changes that can be made with respect to the fonts.
16. Describe Spread sheet and describe its basic structure in Excel. Can we change the data present in a cell ? If so, how ?
17. Explain the steps of incorporating slideshow effects in Powerpoint. How to insert sound in Powerpoint presentation ?
18. What is a database ? How do you maintain accounting books and final accounts ?

**SECTION - C** (2 × 20 = 40)

*Answer any TWO questions.*

*All questions carry equal marks.*

19. Describe the basic structure of a computer system by drawing a block diagram. What do you mean by hardware ? Distinguish between hardware and software . What is firmware and humanware ?
20. Define internet and intranet. State the basic requirements for internet connection. Create a web portal for Annamalai University.

**Turn over**