P P SAVANI UNIVERSITY
First Semester of B. Com. Examination
December 2022
SMBC1050 Computer Application in Business - I

20.12.2022, Tuesday   Time: 9:00 a.m. To 11:30 a.m.   Maximum Marks: 60

Instructions:
1. The question paper comprises two sections.
2. Sections I and II must be attempted in the same answer sheets.
3. Make suitable assumptions and draw neat figures wherever required.

SECTION – I

			CO	BTl
Q - 1	**MCQs: (Any Five)**	[05]	1	1
(i)	The basic operations performed by a computer are			
	A) Arithmetic operation			
	B) Logical operation			
	C) Storage and relative			
	D) All the above			
(ii)	Microprocessors as switching devices are for which generation computers		2	1
	A) First Generation			
	B) Second Generation			
	C) Third Generation			
	D) Fourth Generation			
(iii)	The output quality of a printer is measured by		1	1
	A) Dot per sq. inch			
	B) Dot per inch			
	C) Dots printed per unit time			
	D) All of the above			
(iv)	When was vacuum tube invented?		2	1
	A) 1900			
	B) 1906			
	C) 1910			
	D) 1880			
(v)	The digital computer was developed primarily in		1	1
	A) USSR			
	B) Japan			
	C) USA			
	D) UK			
(vi)	From which generation operating systems were developed?		1	1
	A) First			
	B) Second			
	C) Third			
	D) Fourth			
Q - 2 (a)	How do you characterize the computer?	[05]	1	3
Q - 2 (b)	Explain Operating System with its feature.	[05]	2	2
	OR			
Q - 2 (a)	Explain the different generations of computers.	[05]	2	2
Q - 2 (b)	What are some of the factors which influence the performance of the computer?	[05]	1	4

Q - 3	Elaborate Input and Output device of the computer.	[10]	2	3
	OR			
Q - 3	What are the hardware and software components of a computer? How would you use it for a different purpose?	[10]	2	2/3
Q - 4	**Attempt anyone.**	[05]		
(i)	How does the use of a computer make your life easier?		1	3
(ii)	Explain types of computers in detail.		1	2

SECTION – II

Q - 1	**Short Questions: (Any Five)**	[05]		
(i)	What is the shortcut to 'Paste' in MS Office?		3	2
(ii)	What is a shortcut to 'Centre Alignment' in MS Office?		3	2
(iii)	What are Header and Footer?		3	2
(iv)	What is the shortcut to 'Print' in MS Office?		3	2
(v)	What is the shortcut to open a new/blank document?		3	2
(vi)	What is the shortcut to Page Break?		3	2
(vii)	What is the shortcut to Bold the Text?		3	2
Q - 2 (a)	What are the features of MS Word?	[05]	3	2
Q - 2 (b)	How to create, format and sort tables in MS Word.	[05]	4	3
	OR			
Q - 2 (a)	How do you use MS word in your daily life?	[05]	3	3
Q - 2 (b)	How to print the document?	[05]	4	3
Q - 3 (a)	Explain Mail merge in detail.	[05]	4	2
Q - 3 (b)	What is auto-correct, and how is it useful?	[05]	4	2/3
	OR			
Q - 3 (a)	How can you insert a page break in MS Word?	[05]	4	3
Q - 3 (b)	How can you move paragraphs in MS Word?	[05]	4	3
Q - 4	**Attempt anyone.**	[05]		
(i)	How to insert rows and columns in MS Word?		4	3
(ii)	Explain the Home menu of MS Word in detail.		3	2

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CO : Course Outcome Number   BTL : Blooms Taxonomy Level

Level of Bloom's Revised Taxonomy in Assessment

1: Remember	2: Understand	3: Apply
4: Analyze	5: Evaluate	6: Create