

3199 – C70 – IIISA – N – 14

THIRD SEMESTER B.A. DEGREE EXAMINATION, NOVEMBER 2014

COMPUTER APPLICATIONS (Optional)

(Computer Applications)

Time : 3 Hours]

[Max. Marks : 80

Answer any five full questions.

1. a) What is computer? Explain its characteristics.
b) Explain the different parts of computer system with a block diagram. 8+8=16
2. a) Explain the control panel of windows in detail.
b) Explain the features of windows operating system. 8+8=16
3. a) State the MS-word short cut keys for the following :
i) print ii) Save iii) Replace
iv) Find v) Change the font vi) Center Allign
vii) Line spacing viii) Close
b) Explain the Font dialogue box is in MS-word. 8+8=16
4. a) What is mailmerge? Describe the procedure of mailmerge.
b) What are macros in MS-word? How to create and ran them? 8+8=16
5. a) The following table is salary statement of KUD.

	A	B	C	D	E	F	G	H	I	J	K
1	S.No.	Name	Basic	DA	HRA	CCA	Gross	IT	PF	DED	Net Salary
2	1	Raj	56000								
3	2	Ravi	45000								
4	3	Ashok	35000								

- i) Write the procedure to create the above table
 - ii) Calculate DA, HRA, CCA and PF @ 80%, 9%, 2% and 5% of basic respectively.
 - iii) Calculate Gross Salary
 - iv) Calculate IT @ 30% of Gross and Calculate deduction amount
 - v) Calculate Net Salary.
- b) Write the meaning and syntax of any 3 formulas in Ms-Excel.

10+6=16

[P.T.O]

6. a) How do you format a cell in MS-Excel? Explain briefly.
b) Explain the different types of chart. 8+8=
7. a) What are the advantages of powerpoint?
b) Give the steps required to insert a new slide.
c) How do you set the animation effects and transition affects to your slide? Explain. 6+2+8=
8. Write a short notes on any **four** :
a) Input devices
b) Primary memory
c) Change case
d) Spell check in MS-word
e) Filter in MS-Excel
f) To insert picture. 4+4+4+4=

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