Bachelor of Commerce (Hons.) 1ˢᵗ Semester
(Batch 2025-29) (CBGS)
COMPUTER APPLICATIONS IN BUSINESS
Paper : BCO01009T

Time Allowed—3 Hours]   [Maximum Marks—50

Note :— Attempt **FIVE** questions in all, selecting at least **ONE** question from each section. The fifth question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. Explain the following terms with suitable examples:

   (a) Software

   (b) Hardware

   (c) Firmware

   (d) Liveware

2. Differentiate between System Software and Application Software. Discuss at least one example of each.

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SECTION—B

3. What are the various formatting options available in MS-Word? Illustrate with example.

4. (a) How can you add a header and footer to a document? Illustrate with example.

   (b) How do you use the 'Find and Replace' feature in Word? Explain with example.

SECTION—C

5. What are the different views available in PowerPoint and what are their uses?

6. (a) What are the steps to add a background image to a slide?

   (b) How do you apply transitions between slides?

SECTION—D

7. What are different types of charts in a spreadsheet? How do you create a chart from a set of data in Excel?

8. Explain the use of following Spreadsheet functions:

   (a) CountIF

   (b) Average

   (c) Present Value (PV)

   (d) OR