Code:1204/BL

Faculty of Commerce

B.Com. I-Year, CBCS - I Semester Backlog Examinations –Sep/Oct, 2020

(For All Streams of B.Com)

PAPER: INFORMATION TECHNOLOGY

Time: 2 Hours   Max Marks: 50

I. Answer any **FIVE** of the following questions   (5x10=50 Marks)

1. Explain in detail about generations of computers.

2. Describe the basic components of a computer system.

3. Explain different types of OS.

4. Write the DOS commands in detail.

5. Explain the procedure followed for mail merge.

6. Describe the menus and tool bars available in MS-Word.

7. Write the procedural steps involved to create graphs and charts is MS-Excel.

8. Explain different functions available in MS-Excel.

9. Describe the steps involved to create a presentation about your college.

10. Narrate various services available on Internet.

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