



B. COM
First Semester
COMPUTER FUNDAMENTALS & TALLY
(BCM - 104)

Duration: 3Hrs.

Full Marks: 70

Part-A (Objective) =20
Part-B (Descriptive) =50

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.

Marks: 50

Answer any four from Question no. 2 to 9
Question no. 1 is compulsory.

1. Define the different advantages of Micro-Soft Office Packages in Business Administration and how you differentiate MS-Word and MS-Power Point.
(5+5=10)
2. A. Define Decimal Number System and Hexadecimal Number System with suitable example.
B. Mention the steps to convert a Decimal Number to Hexadecimal Number.
C. How can you explain the Radix in Number System?
(4+3+3=10)
3. A. What is the basic requirement to run the Tally Software Application?
B. What do you understand by Voucher in Tally software Applications?
C. Make a clear difference between DMA and RAM of Computer Hardware.
(3+3+4=10)
4. A. Make clear differences between Decimal Number System and Octal Number System.
B. Define the use of Byte and Bit terminology in Data representations.
(5+5=10)

5. A. Make clear differences between Application Software and System Software.

B. What do you understand by Spread Sheet Calculation Software?

(5+5=10)

6. A. Describe the different contents available in Application Window of Application Software.

B. Mention five general short cut keys with supporting menu functions applicable in Computer.

(5+5=10)

7. A. What do you understand by the term Input Device and describe also different available input devices?

B. Define Output Devices with suitable different output devices list with functions.

(5+5=10)

8. A. Describe the Computer based Financial Accounting Packages.

B. What are the advantages of Computer based Financial Accounting Packages?

(5+5=10)

9. A. What do you understand by Computer?

B. What are the different types of Computers available for business Applications?

(5+5=10)



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Duration: 20 minutes

Marks – 20

(PART A - Objective Type)

I. Choose the correct answer:

1×20=20

1. IP is computer abbreviation generally known as
 - a. Information Practice
 - b. Information Programming
 - c. transmission Protocol
 - d. None of above
2. HTTP is generally known as
 - a. Hyper Text Transfer Protocol
 - b. High Text Transfer Protocol
 - c. Hyper Text Transecting Protocol
 - d. None of above
3. When data converted to information and the information holds?
 - a. Report
 - b. Record
 - c. Field
 - d. None of above
4. Octal Number is having the base with
 - a. 3
 - b. 4
 - c. 2
 - d. None of above
5. 'jpeg' extension refers usually to what kind of file
 - a. Image file
 - b. Animation/movie file
 - c. Audio file
 - d. None of above
6. 'psd' extension refers usually to what kind of file?
 - a. Word Perfect Document file
 - b. Adobe Photoshop
 - c. Animation/movie file
 - d. None of above
7. Hexadecimal numbers can be formatted with A-F letters
 - a. Yes
 - b. No
 - c. Data
 - d. None of above
8. MS-Paint is
 - a. Spread Sheet
 - b. Financial Package
 - c. Wide Area Network
 - d. None of above
9. MS-Excel is
 - a. Spread Sheet
 - b. Financial Package
 - c. Universal Resource Indicator
 - d. None of above
10. MS-Windows is
 - a. Spread Sheet
 - b. Financial Package
 - c. Local Area Network
 - d. None of above

