

B.Com. (Vocational)
Paper-3 Fundamentals of Information Technology

Time: 3 hours

Max. Marks: 80

SECTION – A

Answer ALL questions.

4 x 15=60

1. a) What are the characteristics and limitations of computer?
(or)
b) State the applications of E-Commerce?
2. a) State the features of MS-Word?
(or)
b) Describe different types of Operating Systems?
3. a) Bring out the advantages of MS-Power point?
(or)
b) Discuss different types of functions available in MS-Excel?
4. a) Enumerate the services available on Internet?
(or)
b) What are the applications of MS-Access?

SECTION – B

Answer any FOUR Questions

4 x 5=20

5. Secondary Memory
6. Mail Merge
7. Data validity checks
8. Internet Banking
9. Computer Virus
10. Data Sorting & Filtering
11. Custom Animation
12. Network Types.