

2016

(November)

COMMERCE

(General/Speciality)

Course : 304

*The figures in the margin indicate full marks
for the questions*

(New Course)

**(INFORMATION TECHNOLOGY AND
ITS APPLICATIONS IN BUSINESS)**

Full Marks : 80

Pass Marks : 24

Time : 3 hours

1. (a) Explain the impact of Information Technology on educational environment and social fabric. 11

Or

- (b) What is meant by Information Technology? Discuss the basic features of IT. 3+8=11

(2)

2. (a) What is software? What are its different types? Discuss various functions of operating system. $1+5+5=11$

Or

(b) Define primary memory and secondary memory. Explain some storage devices. $2+2+7=11$

3. (a) How will you do the following in MS-Excel? $3+2+3+3=11$

- (i) Number formatting
- (ii) Text wrapping
- (iii) Conditional formatting
- (iv) Inserting a chart

Or

(b) Write the steps for performing the following in MS-Word : $3+2+3+3=11$

- (i) Printing odd or even pages in a document
- (ii) Inserting a picture in a document
- (iii) Changing a sentence into toggle case
- (iv) Finding and replacing text

4. (a) Explain the following : $3+4+4=11$

- (i) Vouchers
- (ii) Trial Balance
- (iii) Balance Sheets

(3)

Or

(b) Explain the following : $3+4+4=11$

- (i) Creating an account in Tally
- (ii) Voucher entry
- (iii) Final account

5. (a) What is meant by EDI? Discuss the working of EDI. $3+9=12$

Or

(b) Define EDI standard. Explain the advantages of EDI. $3+9=12$

6. Write the full form of the following : $1 \times 8 = 8$

- (a) HLL
- (b) CPU
- (c) ICT
- (d) HDD
- (e) DOS
- (f) EEPROM
- (g) RAM
- (h) EBCDIC

7. Write short notes on the following : $4 \times 4 = 16$

- (a) Storage devices
- (b) Hardwares
- (c) Components of computers
- (d) Functions of MS-Excel

(4)

(Old Course)

**(INFORMATION TECHNOLOGY AND
ITS APPLICATIONS IN BUSINESS)**

Full Marks : 80

Pass Marks : 32

Time : 3 hours

1. Write the full form of the following : $1 \times 8 = 8$

- (a) PROM
- (b) TCP/IP
- (c) WWW
- (d) DBMS
- (e) LAN
- (f) EBCDIC
- (g) ASCII
- (h) EDI

2. Write short notes on the following : $4 \times 4 = 16$

- (a) Application software
- (b) Sorting and indexing in Excel
- (c) Client/Server computing
- (d) Secondary memory

(5)

3. (a) Define Information Technology. Discuss the importance of ICT in business. $3+8=11$

Or

(b) Discuss the basic features of Information Technology. Explain its impact on education in today's world. $6+5=11$

4. (a) Differentiate between primary and secondary memories. Explain few storage devices used in computer. $4+7=11$

Or

(b) Define computer softwares. Explain the types of softwares with appropriate examples. $4+7=11$

5. (a) Explain the following in MS-Access : $3+3+3+3=12$

- (i) Records and files
- (ii) Linking
- (iii) Data redundancy
- (iv) Database

Or

(b) Write the following steps in MS-Word : $3+3+3+3=12$

- (i) To give border in a document
- (ii) To change the case of a particular word

(6)

- (iii) To print the even pages of a document
- (iv) Inserting bullets and numbering

6. (a) In MS-Excel, how will you do the following? 2+3+3+3=11

- (i) Autosum
- (ii) Conditional formatting
- (iii) Text wrapping
- (iv) Auto filter

Or

(b) In MS-Excel charts, what do you mean by the following? 2+3+3+3=11

- (i) Data labels
- (ii) Trendlines
- (iii) Gridlines
- (iv) Legends

7. (a) Discuss about the growth of Internet. Explain the basic components of Internet. 5+6=11

Or

(b) Explain the following : 11

- (i) Balance Sheet
- (ii) Voucher entries
- (iii) Trial Balance
- (iv) Cashbook

(7)

OR

(New Course)

**(INFORMATION TECHNOLOGY PRACTICES
IN BUSINESS)**

Full Marks : 80

Pass Marks : 24

Time : 3 hours

1. (a) Write True or False : 1×4=4

- (i) Keyboard is an input device.
- (ii) RAM is primary memory.
- (iii) TCP stands for Transmission Concept Protocol.
- (iv) ASCII stands for American Standard Code for Information Institution.

(b) Write the full form of the following : 1×4=4

- (i) EBCDIC
- (ii) EDI
- (iii) EEPROM
- (iv) BCD

(8)

2. Write short notes on the following : $4 \times 4 = 16$

- (a) Secondary memory
- (b) WWW
- (c) Number system
- (d) Network topology

3. (a) Define the meaning of Information Technology. Explain its features and impact on business. $4+7=11$

Or

(b) Define ICT. Explain the impact of ICT in educational environment. $3+8=11$

4. (a) Define software and hardware. Discuss the functions of utility softwares. $2+2+7=11$

Or

(b) Explain the generations of computer with their features. Discuss the basic components of computer. $6+5=11$

5. (a) Define computer networks. Explain its types. $3+8=11$

Or

(b) Define EDI. Discuss the working of EDI. $3+8=11$

(9)

6. (a) Convert $(38)_{10}$ into its binary equivalent.

(b) Convert $(11010)_2$ into decimal equivalent.

(c) Convert $(876)_8$ into decimal equivalent. $4+4+4=12$

7. (a) Discuss various types of topologies available in computer network. 11

Or

(b) Define Internet, Intranet and Extranet. Explain the growth of Internet. $3+8=11$

(10)

(Old Course)

**(INFORMATION TECHNOLOGY PRACTICES
IN BUSINESS)**

Full Marks : 80

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Time : 3 hours

1. (a) Write the full form of the following : $1 \times 4 = 4$

(i) EBCDIC

(ii) SMTP

(iii) EDI

(iv) EEPROM

(b) Write True or False : $1 \times 4 = 4$

(i) Primary memory is a volatile memory.

(ii) The intersection of rows and columns in a worksheet is known as cell.

(iii) Printer is an output device.

(iv) Compiler translates a program written in high-level language into machine language.

(11)

2. Write short notes on the following : $4 \times 4 = 16$

(a) Application software

(b) Secondary memory

(c) WWW

(d) Computer hardware

3. (a) Define Information Technology.
Discuss the basic features of IT. $3+8=11$

Or

(b) Write different components of IT.
Discuss the impact of IT on business environment. $3+8=11$

4. (a) (i) Convert $(76)_{10}$ into its binary equivalent.

(ii) Convert $(678)_8$ into its decimal equivalent.

(iii) Convert $(1101111.011)_2$ into decimal equivalent.

(iv) Convert $(38)_{10}$ into binary equivalent. $3+3+3+3=12$

Or

(b) Discuss the components of a computer. Explain the generations of computers with its basic features. $5+7=12$

(12)

5. (a) Describe different categories of softwares. Also mention the difference between hardware and software. 7+4=11

Or

- (b) Define primary and secondary memories. Discuss some storage devices used in computer. 4+7=11

6. (a) Define computer networks. Explain its types. 3+8=11

Or

- (b) What is EDI? Discuss the working principle of EDI. 3+8=11

7. (a) What is the difference between Internet and Intranet? Explain the uses of Internet in business. 3+8=11

Or

- (b) What do you mean by protocol? Explain different protocols used in Internet. 3+8=11
