

B3COM5T1 – O – 25 – 4203



THIRD SEMESTER B.COM. (REVISED NEP) DEGREE
EXAMINATION, JANUARY 2026

COMMERCE

Computer Applications in Business (Elective)

Time : 1½ Hours]

[Max. Marks : 40

Instruction : Answer *all* Sections according to *internal* choices.

SECTION – A

I. **All compulsory** questions. **Each** question carries **2** marks.

- 1) Define Data and Information.
- 2) Expand the abbreviations GUI and CLI.
- 3) What is Word Processing ?
- 4) Write the steps required to insert a new slide in presentation.
- 5) What is cell in Spreadsheet ?

(5×2=10)

SECTION – B

II. Answer **any two** questions. **Each** question carries **5** marks.

- 6) Explain the need for networking.
- 7) Explain word document formatting.
- 8) Write the features of a Spreadsheet.

(2×5=10)

SECTION – C

III. Answer **any two** of the following questions. **Each** question carries **10** marks.

- 9) Explain Mail Merge Operation.
- 10) What are the advantages of using presentation software ?
- 11) Explain any ten Spreadsheet functions with suitable example.

(2×10=20)