

DEPARTMENT OF MANAGEMENT
SCHOOL OF MANAGEMENT & BUSINESS STUDIES
JAMIA HAMDARD

Odd Semester Examination (Online) April 2021

B.Com (Hons) [FIRST SEM]

Subject Name: Computer Application in Business

MM: 75

Subject Code: BCH106

Time: 03Hours

Email Id of the Examiner: szakirh786@hotmail.com.

Email Id of the Assistant Superintendent of Exams: bcomhonsfirstsem2021@gmail.com

Email Id of Dean: deanmanagement@jamiahamdard.ac.in

Note:

- Students have to submit the **Scannedhand written solution** to the Examiner, Assistant Superintendent of Examination and Dean on the email ids as mentioned above.
- Students shall use **ruled white paper & blue ink** to write the solution. Each page must have a **serial number and the signature** of the student.
- An additional ½ an hour will be given to the examinees to scan the answer sheets, convert it into single PDF and upload it on the id's given on the question papers.
- If any two copies are found to be similar then both the copies shall be cancelled. Such students will be considered/ tried for unfair means.
- The attached PDF shall be named as follows –
Roll No- Full Name-Enrollment Number-Course-Semester-Subject Abbreviation (Example: 9334032-Rabia Shaheen-2017-334-032-BCOM-I-CAIB) and students shall also mention the same in subject line of the email & his/her answer copy also.
- Answer All Questions, each carry equal marks.

1. "Business people enjoy the advantages of computer application technology to make work easier and more efficient than ever", explain the advantages of Computers with respect to above statement and give proper examples wherever needed.
2. What do you understand by computer programming language? Explain the Computer programming language and their classification with example
3. Operating Systems are viewed as "**resource managers**" what do you understand by this given statement ? explain the various functions of Operating System.
4. Explain the following terms related with MS Word:
 - a. Word processor
 - b. Quick Access Toolbar
 - c. Ribbon
 - d. Backstage View
 - e. Format Painter
5. Explain the following terms related with MS Excel:
 - a. Workbook & Worksheet
 - b. Formula & Function
 - c. SUMPRODUCT()
 - d. HLOOKUP()
 - e. VLOOKUP()