

19001160



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Reg. No.....

Name.....

**M.Com. DEGREE (C.S.S.) EXAMINATION, APRIL 2019**

**Fourth Semester**

Faculty of Commerce

Branch : Elective–E–Commerce

IT 04 E01—INFORMATION TECHNOLOGY AND BUSINESS

(2012 Admission onwards)

Time : Three Hours

Maximum Weight : 20

**Section A**

*Answer any **five** questions.*

*Each question carries a weight of 1.*

1. What is the use of office button in Excel ?
2. What is the syntax for logical function if () ?
3. What do you mean by autofill ?
4. What are the security levels in Tally ?
5. What do you mean by input credit ?
6. What is slide layout ?
7. What is TDS ?
8. What are the main features of powerpoint ?

(5 × 1 = 5)

**Section B**

*Answer any **five** questions.*

*Each question carries a weight of 2.*

9. Explain indenting paragraphs in MS word.
10. Explain the logical functions in Excel.
11. Write the steps of inserting header and footer in a work book.
12. How to time slides in a self-running powerpoint presentation ?

**Turn over**





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13. How to create TDS ledger ?
14. How to create a dropdown list in Excel.
15. Explain Templates in Excel.
16. How to edit legend tests in charts.

(5 × 2 = 10)

### Section C

*Answer any **one** question.*

*The question carries a weight of 5.*

17. Explain TDS reports.
18. State the list of slide layouts in power point presentation.
19. Explain the procedure of sorting text and numbers in a worksheet.

(1 × 5 = 5)

