

**MASTER OF VOCATION**  
**Management HRM**  
**Subject: Computer Application in Business**  
**Subject Code: GPGE103**  
**Semester: First**  
**January 2021**  
**Theory (External): 35 Marks**  
**Time: 03 Hours**

---

**Instructions to the Students**

1. This Question paper consists of two Sections. All sections are compulsory.
2. Section A comprises 10 questions of objective type in nature. All questions are compulsory. Each question carries 1 mark.
3. Section B comprises 8 essay type questions out of which students need to do any 5. Each question carries 5 marks.
4. Read the questions carefully and write the answers in the answer sheets provided.
5. Do not write anything on the question paper.
6. Wherever necessary, the diagram drawn should be neat and properly labelled

**Roll Number**

--	--	--	--	--	--	--	--	--	--	--	--

**SECTION-A (SHORT/OBJECTIVE TYPE QUESTIONS)**  
**(10 X 1 = 10 Marks)**

Explain in brief the following:

- A. What is number system?
- B. Menus
- C. What are cells?
- D. Slide
- E. Computer network
- F. Lookup Functions
- G. Internet
- H. Define spreadsheet?
- I. What is data filtering?
- J. Web Browsers

**SECTION-B (ESSAY TYPE QUESTIONS)**  
**(5x5=25 Marks)**

1. What do you mean by operating system? Briefly explain the types of operating system.
2. What is MS-Excel? What are the areas in which MS-Excel can be used?
3. What do you understand by charts? How do you create charts in Excel?
4. Give the complete description about MS-Word.
5. What is IF function in Excel? How we can insert today's date and time in MS Excel?
6. Explain the meaning of data, information, record and file, taking suitable examples.
7. Write short note on the following:
  - a) Antivirus
  - b) Advantages of MS Office
8. Discuss the following briefly:
  - a) Search Engine
  - b) TCP/IP

==END OF PAPER==