CLASS: BHMCT   SEMESTER : II
BRANCH: BHMCT   SESSION : SP/2023

SUBJECT: HM108 BUSINESS COMPUTING

TIME: 02 Hours   FULL MARKS: 25

INSTRUCTIONS:
1. The question paper contains 5 questions each of 5 marks and total 25 marks.
2. Attempt all questions.
3. The missing data, if any, may be assumed suitably.
4. **Tables/Data handbook/Graph paper etc., if applicable, will be supplied to the candidates**

			CO	BL
Q.1(a)	Discuss the use of Computer.	[2]	1	2
Q.1(b)	Identify the important applications of computer.	[3]	1	2
Q.2(a)	Differentiate between input and output device of a computer.	[2]	1	4
Q.2(b)	Explain the generations of computer.	[3]	1	1
Q.3(a)	Describe the numbering system in a computer.	[2]	1	2
Q.3(b)	Discuss the basic features of Word.	[3]	2	2
Q.4(a)	Expand the following:- (i) ERP, (ii) ABC, (iii) ROM, & (iv) SSD	[2]	1	1
Q.4(b)	Differentiate between Save a Document and Compatibility mode in Word.	[3]	2	2
Q.5(a)	Write the features of Worksheet in Excel.	[2]	3	1
Q.5(b)	List the basic formatting in excel sheet.	[3]	3	1

::::::24/05/2023::::::M