BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI
(MID SEMESTER EXAMINATION)

CLASS: BHMCT   SEMESTER: II
BRANCH: BHMCT   SESSION : SP/2020

SUBJECT : HM108 BUSINESS COMPUTING

TIME: 2 HOURS   FULL MARKS: 25

INSTRUCTIONS:
1. The total marks of the questions are 25.
2. Candidates may attempt for all 25 marks.
3. Before attempting the question paper, be sure that you have got the correct question paper.
4. The missing data, if any, may be assumed suitably.

				CO	BL
Q1	(a)	Describe major components of computer system.	[2]	1	2
	(b)	Classify different types of processor.	[3]	1	3
Q2	(a)	Distinguish between RAM and ROM.	[2]	1	4
	(b)	Outline the names of different keys in keyboard.	[3]	1	4
Q3	(a)	Define watermark? Enlist the steps of inserting watermark in word document.	[2]	2	1
	(b)	Describing the steps of inserting and formatting table in MS word.	[3]	2	2
Q4	(a)	State non-printing formatting marks.	[2]	2	1
	(b)	Explain different views and the process of changing it in word document.	[3]	2	2
Q5	(a)	Distinguish between worksheet and cells.	[2]	3	4
	(b)	Describe the steps of changing the width of the column in excel worksheet.	[3]	3	2

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