



K19U 0661

Reg. No. : .....

Name : .....

IV Semester B.Com. Degree (CBCSS – Reg./Supp./Imp.)  
Examination, April 2019  
(2014 Admission Onwards)  
Core Course  
4B08COM : INFORMATICS SKILLS

Time : 2 Hours

Max. Marks : 20

PART – A

Answer **all** questions. **Each** question carries  $\frac{1}{2}$  mark.

1. The intersection of row and column on a Excel worksheet is called
2. Sharing of devices and resources is the purpose of
3. CPU stands for
4. MAN stands for

(4× $\frac{1}{2}$ =2)

PART – B

Answer **any four** questions. **Each** carries **one** mark.

5. Give an example for an output device.
6. What is mail merge ?
7. What do you mean by cyber crimes ?
8. What is E-Governance ?
9. What is MS Excel ?
10. What is a digital divide ?

(4×1=4)

P.T.O.



PART – C

Answer **any three** questions (**not** exceeding **one** page). **Each** carries **two** marks.

11. What are the computer network components ?
12. Discuss the guidelines for proper usage of internet.
13. What is a spread sheet ? Discuss its uses.
14. Explain FTP.
15. Discuss any two computer peripherals. (3×2=6)

PART – D

Answer **any one** question. It carries **eight** marks.

16. What is computer network ? What are the different types of network topologies ?
  17. What do you mean by computerized accounting ? Discuss its features and advantages. (1×8=8)
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