



K16U 0639

Reg. No. :

Name :

IV Semester B.Com. Degree (CBCSS – 2014 Admn.-Regular)

Examination, May 2016

Core Course

4B08 COM : INFORMATICS SKILL

Time : 2 Hours

Max. Weightage : 20

PART – A

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

1) _____ is an electronic document that stores various types of data.

2) CPU stands for _____

3) _____ is the protocol of Internet.

4) Task Bar appears at the _____ of the screen.

($\frac{1}{2} \times 4 = 2$)

PART – B

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

5) What do you mean by network-topology ?

6) What is information over load ?

7) What is computerised accounting ?

8) What is the use of Word Processing Software ?

9) What do you mean by E-governance ?

10) What is Mail Merge ?

($1 \times 4 = 4$)

P.T.O.



PART – C

III. Answer **any three**. Each carries **two** marks.

- 11) List the components of computer hardware.
- 12) Explain different types of networks.
- 13) What are the different types of Cyber crimes ?
- 14) What are the advantages of E-governance ?
- 15) State the features of computerised accounting. (2×3=6)

PART – D

IV. Answer **any one**. Each carries **eight** marks.

- 16) Explain the use of information technology in various fields.
 - 17) Explain the guidelines for proper usage of Internet. (1×8=8)
-