



K21U 0936

Reg. No. :

Name :

**IV Semester B.Com. Degree (CBCSS – Sup./Imp.) Examination, April 2021
(2014 – '18 Admissions)**

Core Course

4B08COM : INFORMATICS SKILLS

Time : 2 Hours

Max. Marks : 20

PART– A

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

1. The network topology in which devices are not linked to each other and where hub act as a central controller is called
2. In MS-Word, which feature is used to replace a word with its synonym
3. The network device that connects two or more networks together and whose sole aim is to trace the best route for the information travel is
4. Which is the area on a spreadsheet in which all the work is done ? **(4× $\frac{1}{2}$ =2)**

PART – B

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

5. What is E-Governance ?
6. What is network topology ?
7. What is digital divide ?
8. What is the use of task bar in MS-Word ?
9. What are spread sheets ?
10. What is bank reconciliation ? **(4×1=4)**

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PART – C

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

11. What are the uses of Internet ?
12. How to manage E-Waste ?
13. Describe one IT Application in industry.
14. Explain any two relation functions in MS-Excel.
15. What is a ledger ? Mention different types of it. **(3×2=6)**

PART – D

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

16. What is mail merge ? How to perform the same in MS-Word ?
 17. Discuss the features and advantages of computerized accounting. **(1×8=8)**
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