

# ACHARYA NAGARJUNA UNIVERSITY-GUNTUR

Structure of B.Com (Computer Applications) Programme under Revised CBCS  
Semester-wise Syllabus under CBCS (w.e.f. 2020-21 Admitted Batch)

**I Year B Com (CA), Semester- I**

**Discipline: COMPUTER APPLICATIONS**  
**PAPER – 1C: INFORMATION TECHNOLOGY**

## MODEL QUESTION PAPER

**Time: 3 Hours**

**Max. Marks : 75**

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### SECTION-A

**Answer any FIVE of the following Questions:**

**(5 x 5= 25 Marks)**

1. Write characteristics of computers
2. Write about different programming languages.
3. Write about cache memory
4. Write the differences between application and system software.
5. Explain how to create and save documents in Word
6. Write about how to insert page numbers in a document
7. Explain creating and using formulas in Excel
8. How will you insert and delete rows in Excel
9. Write about opening a presentation in Power Point
10. Explain about custom animation.

### SECTION - B

**Answer any FIVE of the following Questions**

**(5 x 10 =50 Marks)**

11. Explain different input-output organization.
12. Write about classification of programming languages.
13. Define Memory. Write about Primary memory units
14. Write about generations of operating systems.
15. Write and explain the parts of Word window
16. Explain about how to create tables in MS Word
17. Write in detail about features of Excel
18. What is a chart? Explain different types of charts
19. Explain the creation procedure of a presentation in Power Point
20. Define animation. Explain how to you add transition and animation to the slides

**Note: Paper Setter must select TWO Short Questions and TWO Essay Questions from Each Unit**