



**Institute of Management
JK Lakshmipat University
Jaipur
END TERM EXAMINATION
(April 2015)**



B.Com (Hons.)+MBA - Sem II
MM: 50 Marks

Course: Information Technology - I

Time: 3 Hours

Subject Code: BCH207

Instructions: Attempt any three questions from Section A. Section B is compulsory.

SECTION A

1. a) Draw a block diagram of computer and explain its various functional components. (10 marks)
b) What is an operating system? What are its functions?
2. Differentiate between following: (10 marks)
 - a) Hardware and Software
 - b) Compiler and Interpreter
3. What is Internet? How is a machine identified on Internet? Also explain the use of Internet for a business organization. (10 marks)
4. Explain the various features available in MS-Power Point. Also Enumerate the guidelines for making an effective Power Point presentation. (10 marks)
5. What do you mean by mail merging? Explain the steps involved in mail merging. (10 marks)

SECTION B

6. Write explanatory notes on following: (20 marks)
 - a) Goal Seek Analysis
 - b) COUNT(), COUNTA() and COUNTBLANK() functions
 - c) PMT() function
 - d) Absolute and Relative Cell Referencing