



# UNIVERSITY OF THE PUNJAB

Associate Degree in Commerce / B.Com. Part – I Annual Exam – 2020

Roll No. ....

Subject: Computer Application in Business

Paper: BC-302

Time: 3 Hrs. Marks: 100

**NOTE: Attempt any FIVE questions. All questions carry equal marks.  
Extra attempt of any question will not be considered.**

- Q.# 1: Explain Uses of MS Word in business.
- Q.# 2: Define Data and information. Discuss how data becomes information.
- Q.# 3: What is software. Write different types of system software.
- Q.# 4: Write a note on CPU.
- Q.# 5: Explain characteristics of computer.
- Q.# 6: Write advantages of LAN.
- Q.# 7: Write services of internet.
- Q.# 8: Explain features of Excel.