Quaid-i-Azam University, Islamabad  
Computer Application in Business (BC-102)  
B.Com Part-I

SECTION –A  
Total Marks: 24

Q-1  Encircle the appropriate one. (10x1=10 marks)

i. Step-by-step instructions that run the computer
   A) Hardware  B) CPU  C) Software√  D) documents

ii. The process of loading the operation system from secondary memory to primary memory is called
   A) Stand By  B) Re Booting  C) Booting√  D) Master Boot Record

iii. The lowest level of programming language
   A) Natural language  B) Assembly Language  C) PASCAL√  D) Machine Language√

iv. Internet is
   A) Network Of Hardware  B) Network Of Networks√  C) Network of People  D) Network of Data

v. Operating system is a
   A) Application software  B) Communication software  C) System software√  D) none of the above

vi. Read Only Memory (ROM) is also known as
   A) Main memory  B) Auxiliary memory  C) Non-volatile memory√  D) none of the above

vii. The extension of workbook file is
   A) HTML  B) XML  C) XLS√  D) EXL

viii. The cell reference for cell range of G2 to M12 is

ix. Shortcut key to insert a hyperlink in a slide
    A) Ctrl+H  B) Ctrl+K√  C) Hyperlink can’t be inserted in slides  D) None of above

x. Primary data storage media is
   A) Flash Drive  B) Hard Disk√  C) DVD-Rom  D) Cache Memory
Q-2  Write short answers of the following. Your answer should not exceed three to four lines. (07x2=14 marks)
i) Define Information technology.

ii) Why we use memory?

iii) What is software?

iv) What is E-Commerce?

v) What is the difference between hardware and software?

vi) Define modem.

vii) Define Extranet.
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Section B

Time allowed : 2 hours                  Total Marks : 51

- Attempt any three (3) questions. All questions carry equal marks.

Q-3 What is Computer? Explain Classification of Computer in detail.
Q-4 Explain different types of communication devices.
Q-5 What is internet? What are its advantages and disadvantages also discuss different terminologies of internet.
Q-6 What is Data Communication? Explain different communication medias.
Q-7 Discuss the role of E-Commerce in Business.

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