

CERTIFICATE IN ENTREPRENEURSHIP

Term-End Examination

December, 2013

CIE-05 : COMPUTER FOR ENTREPRENEURS

Time : 2 hours

Maximum Marks : 50

Note : All questions carry equal marks. Answer any five questions.

1. What is an Operating System ? What are the main functions of an operating system ?
2. What are the additional features of Microsoft Word, which were not present in the earlier word processors ?
3. How colors and pictures are added in a Power - Point presentation ? Explain.
4. Write a brief note on internet tools and its applications.
5. What are the different features of excel that provide the ease of work ?
6. Discuss the impact of computers on organizational planning.

7. What is Payroll System ? What are the broad objectives of a Payroll System? What are the major fields of payroll system ?
8. Write short note on the following :
- (a) Data Processing Cycle
 - (b) Tally
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