

B.B.A.- I (CBCS Pattern) Semester-II
UCB2C02 - Paper-VII - Computer Application for Business-II

P. Pages : 1

Time : Three Hours



GUG/W/24/10597

Max. Marks : 80

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- Notes : 1. All questions are compulsory and carry equal marks.
2. Draw neat and labelled diagram wherever necessary.
3. Avoid vague answers and write answers relevant and specific to questions only.

Either :

1. a) Write a note on:- 8
1) Voice Mail 2) Fax Machine
b) Explain the need of Office Automation in detail. 8
- OR**
- c) Discuss Various Services provided by Internet. 8
d) What is Search Engine? Explain various search engine in detail. 8

Either :-

2. a) What does the Print Preview feature in word allow you to do? Explain in detail. 8
b) Explain different alignment options available for text in MS-Word? 8
- OR**
- c) Write a Procedure to insert a table in a MS-Word document? 8
d) Explain the purpose of the Page Setup dialog box in Word. 8

Either :

3. a) What are the different types of layouts available in PowerPoint? Explain. 8
b) Explain the various features of MS-Excel in detail. 8
- OR**
- c) Explain the Procedure to insert clip art or pictures into a PowerPoint slide? 8
d) Explain Formatting Toolbar in MS-Power Point. 8

Either :-

4. a) Give the difference between Traditional Commerce and E-commerce. 8
b) Write a note on:- 8
i) E-Education ii) E-Governance
- OR**

- c) Explain the features of E-commerce in detail. 8
d) Discuss Value Added Services in detail. 8

5. a) Write a short note on Freeware. 4
b) Explain need of Find and Replace submenu in MS-Word. 4
c) Write a short note on Worksheet in MS-Excel. 4
d) Explain Online Payment Services in brief. 4
