

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

P. Pages : 2

Time : Three Hours



**GUG/S/23/10597**

Max. Marks : 80

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

**Either :-**

1. a) What is office Automation? Explain the need of office Automation. 8
- b) Explain following in detail: 8
  - 1) E-mail
  - 2) Voice – mail

**OR**

- c) What is Internet? Explain the services provided by Internet. 8
- d) Explain following in detail: 8
  - 1) Freeware
  - 2) Proprietary software.

**Either :-**

2. a) What is the use of MS-Word? Explain the steps to create new document. 8
- b) Explain following in detail: 8
  - 1) Print preview
  - 2) Page setup.

**OR**

- c) What are the usages of utility options? Explain any four utility options in detail. 8
- d) Explain following in detail: 8
  - 1) Border and shading
  - 2) Drop Cap

**Either :-**

3. a) Explain in detail about Excel toolbars and various operations. 8
- b) Explain the concept of inserting, Hiding and Deleting the worksheet in detail. 8

**OR**

- c) Explain how to add clip Art and picture on the slide. Give it's steps in detail. 8

- d) Explain following in detail: 8
- |                   |                      |
|-------------------|----------------------|
| 1) Slide shorter  | 2) Adding slides     |
| 3) Running slides | 4) Slide transition. |

**Either :-**

4. a) What is E-commerce? Explain application and feature of E-commerce. 8
- b) Differentiate between Traditional commerce and Electronic commerce. 8

**OR**

- c) Explain following in detail: 8
- |                            |
|----------------------------|
| 1) Value Added services    |
| 2) Online payment services |
- d) Explain Electronic commerce and the trade cycle in detail. 8

5. Attempt **all** the questions.
- |  |   |
|--|---|
| a) Write short note on fax machine.                  | 4 |
| b) Give short note on Bullet's and Numbering.        | 4 |
| c) Write a note on page setup in MS-Excel.           | 4 |
| d) Write short note on E-Education and E-Governance. | 4 |

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