

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

P. Pages : 1

Time : Three Hours



GUG/S/25/10597

Max. Marks : 80

- Notes :
1. All questions are compulsory.
 2. All questions carry equal marks.
 3. Draw well labeled diagram wherever necessary.

1. a) What do you mean by office Automation? List the various Tools that are used in office? **8**
b) Explain different service provided by the internet in detail with suitable example. **8**

OR

- c) What is proprietary software? List different proprietary software. **8**
d) What is search engine? Explain various search engine. **8**
2. a) Write procedure to print document also specify various printing options provided by MS-Word. **8**
b) Explain any four option for formatting the text. **8**

OR

- c) Explain how to give bullets and numbering in MS-word document. **8**
d) Write a procedure to open an existing document? **8**
3. a) Explain different types of layout in MS-PowerPoint. **8**
b) How to insert clip Art in a slide? Explain. **8**

OR

- c) Explain how to close and save a workbook with example. **8**
d) Discuss the excel toolbars and its operations. **8**
4. a) Differentiate between Traditional Commerce & Electronics Commerce in detail. **8**
b) Explain various types of browsers used for internet. **8**

OR

- c) Write a note on value added services and online payment services. **8**
d) Explain how E-commerce is used in Retail, Banking, Travel, and other business. **8**
5. Write short answers-
- a) Explain how to apply the Border & Shading. **4**
 - b) E-Education. **4**
 - c) Internet backbone in India. **4**
 - d) FLOSS. **4**
