

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

P. Pages : 1



GUG/S/24/10597

Time : Three Hours

Max. Marks : 80

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

Either:

1. a) What is open source software? Explain Shareware. 8
- b) How you can use internet for business conferencing? Explain. 8
- OR**
- c) Define office? Explain the need of office automation in detail. 8
- d) What are the services provided by the internet? Explain. 8

Either:

2. a) Explain any four option for formatting the text. 8
- b) Write a process for opening a document and saving document. 8
- OR**
- c) Explain how we can protect your document in MS- Word. 8
- d) What do you mean by Alignment? Explain types of Alignment. 8

Either:

3. a) What is Power Point? Explain its features. 8
- b) What is MS- Excel? Explain the features of MS- Excel. 8
- OR**
- c) What do you mean by Charts? Explain any two Charts. With suitable example. 8
- d) Describe how to insert Clip Art and picture in a slide. 8

Either:

4. a) Write a note on value added services and online payment services. 8
- b) What are the tools for E-commerce? Explain any two tools in detail. 8
- OR**
- c) Explain how E-commerce is used in Retail, Banking, Travel, and other business. 8
- d) Explain basic tools required for E-Commerce. 8

5. Attempt **all** the questions.
- a) Write short note on Fax machine. 4
- b) Explain how to apply the Border & Shading. 4
- c) Write the steps to insert a slide in power point. 4
- d) Explain E-Education in detail. 4
