

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

P. Pages : 1

Time : Three Hours



**GUG/S/24/10597**

Max. Marks : 80

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- 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

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