UCB2C02 - Paper-VII : Computer Application for Business-II

P. Pages : 2

Time : Three Hours

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GUG/W/23/10597

Max. Marks : 80

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

Either:

1. a) Explain the need of Office Automation in detail. **8**

b) Write a detail note on voice mail and fax machine. **8**

OR

c) Explain the services provided by internet. **8**

d) What is search engine? Explain various search engine. **8**

Either:

2. a) Explain the features of MS-Word. **8**

b) What type of Alignment in MS-Word explain. **8**

OR

c) Explain the use of Format painter and print preview. **8**

d) Explain following: **8**

   i) Undo   ii) Copy

   iii) Paste   iv) Goto

Either:

3. a) Explain various benefits of MS-Excel. **8**

b) Write a procedure to create, open and saving work book. **8**

OR

c) Discuss features of MS – Excel. **8**

d) Explain Excel toolbar in detail. **8**

Either:

4. a) What is E-Commerce? Explain application of E-Commerce. **8**

   b) Write a detail note on online payment services. **8**

<div align="center">**OR**</div>

   c) Give the difference between traditional commerce and E-Commerce. **8**

   d) Explain E-Commerce and trade cycle in detail. **8**

5. Attempt all the questions.

   a) Write a short on freeware and shareware. **4**

   b) Explain find and replace utility in brief. **4**

   c) Explain page setup in MS-PowerPoint. **4**

   d) Explain E-Governance in brief. **4**

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