

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

P. Pages : 2

Time : Three Hours



GUG/S/18/20103

Max. Marks : 80

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- Notes :
1. All questions are compulsory and carry equal marks.
 2. Draw neat and clean diagram wherever necessary.
 3. Avoid vague answers and write answers relevant and specific to question only.

Either

1. a) Define office automation. Write advantages of automation. 8
- b) Explain in detail open source terminology. 8

OR

- c) State different office automation tools in detail. 8
- d) Define internet. Explain different Basic Internet terms. 8

Either

2. a) What is word processing. Explain features of it. 8
- b) Explain terms in detail. 8

a) Undo

b) Copy

c) Paste

d) Select

OR

- c) Explain opening, saving and protecting document in detail. 8
- d) What is Printing document. Explain different option of it. 8

Either

3. a) Define spreadsheet. Write advantages of it. 8
- b) Explain in detail Excel toolbars and operation. 8

OR

- c) What is Powerpoint? Write features of it. 8
- d) State different types of layout available in Powerpoint. 8

Either

4. a) Write the concept of e-commerce and its advantages. 8

- b) What is the difference between in traditional and e-commerce. 8

OR

- c) Explain different e-commerce services in detail. 8

- d) What is value added services and online payment services. 8

5. Solve all the question.

- a) Write note on Fax machine and E-mail. 4

- b) What is format Painter in MS-Word. 4

- c) How to enter data to Graph. Write steps. 4

- d) What is E- Education. 4
