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

P. Pages : 2

Time : Three Hours

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0595

GUG/S/19/789

Max. Marks : 80

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

1. Either

a) What is office? How office automation is helpful in today's era? **8x2**

b) What is an E-mail? List the various elements of E-mail.

OR

c) Describe various services provided by internet.

d) Write short notes on **any two**.

    1) FLOSS

    2) GNU

    3) FSF

    4) OSI

2. Either

a) Describe the role and features of the Microsoft office button in Ms – Word. **8x2**

b) Explain the steps to insert bulleted, numbered and nested lists.

OR

c) Explain the options that are displayed in the title bar with their utility.

d) Describe the features of page formatting in Ms – Word.

3. Either

a) How will you work with multiple worksheets in Ms – Excel? **8x2**

b) What are the various ways of creating a presentation in Ms – PowerPoint? Explain with the help of example of each type.

OR

c) Write a note on custom animation and slide transition in PowerPoint.

d) What are the different charts are available in Ms – Excel? Explain anyone with suitable example.

4. Either

a) Write differentiate between electronic commerce and traditional commerce. **8x2**

b) Explain the terms:

1) E-Governance

2) E-Education

OR

c) Explain various types of browsers used for internet.

d) What is ecommerce and trade cycle?

5. **All** questions are compulsory. **4x4**

a) Write short note on internet addressing.

b) How can a paragraph are formatted.

c) What is the importance of Quick Access toolbar in PowerPoint?

d) Write a short note on internet backbone in India.

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