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BBA (Sem. - 2nd)

INTRODUCTION TO COMPUTERS-II

SUBJECT CODE : BB - 206 (2008 to 2011 Batch)

Paper ID : [C0212]

Time : 03 Hours

Maximum Marks : 60

Instruction to Candidates:

- 1) Section - A is compulsory.
- 2) Attempt any Four questions from Section-B.

Section - A

Q1)

(10×2=20)

- a) What is spreadsheet? Explain its use.
- b) How will you enter and edit text in MS-Excel.
- c) What are data filters in MS-Excel?
- d) Explain how you will use MS Excel as a database.
- e) What is role of an internet in business? Explain.
- f) Define FTP and HTTP.
- g) What is search engine? Name any five search engine.
- h) What is browser? Explain its role.
- i) Explain how MS-Outlook is used for managing tasks.
- j) Explain how you will create a chart in MS-Excel.

Section - B

(4×10=40)

Q2) What is role of MS-Excel in office management? Explain its structure. What are different applications of MS-Excel?

- Q3)** What are functions? Explain various inbuilt functions in MS Excel by taking suitable examples.
- Q4)** What is MS Outlook? How will you use MS Outlook to manage an E-mail and calendar?
- Q5)** What is WWW and Internet? Give a brief history of origin of an internet. What are limitations of internet?
- Q6)** What is Email? What is its structure? Explain the different operation performed on an internet.
- Q7)** What are dial up, broadband and ISDN connection? Explain their advantages and disadvantages. Which one of these is better and why?

