

BBA
INTRODUCTION TO COMPUTERS - II
SUBJECT CODE: BB – 206
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 do you mean by spreadsheet?
- b) List various features of MS-Outlook.
- c) How MS - excel can be used in presentation?
- d) Discuss the various types of alignment supported by MS word?
- e) Define FTP. What is its role in internet?
- f) What is digital signature?
- g) How e – mail is different from traditional mail?
- h) Define Cell Range.
- i) Define Telnet.
- j) What is the use of sorting in MS - Excel?

Section – B**(10 Marks Each)**

- Q2 What is internet? What are the capabilities of internet? Also outline names of major ISPs.
- Q3 How to create and run a macro? What are advantages of macro in MS – excel?
- Q4 Discuss various operations that can be performed on MS-Excel Worksheet by taking suitable example.
- Q5 What is the use of countif () worksheet function? Give syntax and explain with help of suitable example.
- Q6 Discuss the usage of spreadsheet. How formatting of text and numbers is done in spreadsheet?
- Q7 What are internet protocols? Explain advantages and disadvantages of FTP.