

Roll No. ....

Total No. of Questions : 07]

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**BBA (Sem. - 2<sup>nd</sup>)**  
**INTRODUCTION TO COMPUTERS - II**  
**SUBJECT CODE : BB - 206**  
**Paper ID : [C0212]**

[Note : Please fill subject code and paper ID on OMR]

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) Arguments.
- b) Data forms.
- c) Use of NOW (Worksheet function).
- d) Usenet.
- e) Macros.
- f) To open a source of a link.
- g) FTP.
- h) Cell.
- i) Range.
- j) Netiquettes.

**J-276/8129/****P.T.O.**

**Section - B****(4 × 10 = 40)**

- Q2)** (a) What is spreadsheet package? What are its main features.  
(b) What are the various types of cell data?
- Q3)** (a) How to use a function as an argument to another function. Explain with help of a suitable example.  
(b) What is sorting? Give steps to sort a given range.
- Q4)** What is the use of countif () worksheet function? Give syntax and explain with help of suitable example.
- Q5)** Discuss the various charts available in MS-Excel?
- Q6)** (a) What is custom fill series? How it can be created and changed?  
(b) How to move or copy information between programs. Give steps.
- Q7)** (a) What is meant by internet addressing? Explain the various parts of an internet address taking an example.  
(b) What is the purpose of internet Explorer?

