Roll No. ....

Total No. of Questions : 07]   [Total No. of Pages : 02

BBA (Sem. - 2nd)
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)   What do you mean by spreadsheet?

b)   Define cell range.

c)   What is the purpose of 'Sqrt' and 'Count' Functions in MS-Excel?

d)   What is the use of MS-Outlook?

e)   List various features of MS-Outlook.

f)   How internet is useful?

g)   What do you mean by ISDN?

h)   Briefly explain the purpose of protocol?

i)   What is the purpose of search engine?

j)   What is the use of e-mail?

J-209   *P.T.O.*

Section - B

(4 × 10 = 40)

Q2) Discuss the structure and capabilities of MS-Excel.

Q3) Discuss various operations that can be performed on MS-Excel Worksheet by taking suitable example.

Q4) What is the use of chart in MS-Excel? Explain step-by-step procedure for creating a chart by taking suitable example.

Q5) How appointments can be managed by using MS-Outlook? Explain.

Q6) What are various applications of Internet? Discuss.

Q7) What do you mean by internet addressing? Explain different types of addressing schemes.