Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐☐ **Total No. of Pages : 02**

Total No. of Questions : 07

BBA (Sem.–2nd)
INTRODUCTION TO COMPUTERS-II
Subject Code : BB-206
Paper ID : [C0212]

Time : 3 Hrs.   **Max. Marks : 60**

INSTRUCTION TO CANDIDATES :
1. **SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.**
2. **SECTION-B contains SIX questions carrying TEN marks each and students has to attempt any FOUR questions.**

SECTION-A

l. Answer briefly :

(a) Explain Internet retailing.

(b) Discuss various Tools in MS-Office.

(c) Differentiate between Internet and Intranet.

(d) What are various components of Excel sheets?

(e) What do you mean by E-mail?

(f) Explain cell in Microsoft Excel.

(g) Explain components of Address book.

(h) What is Calendar?

(i) Explain various ways of connecting with Internet.

(j) What is Netiquettes-?

SECTION-B

2. How an MS-Outlook can be configured to receive emails?

3. Write in detail about internet. Explain search engines.

4. What is TCP/IP? Explain different classes of IP Addresses.

5. What is Excel? Explain various functions of Statistics used in Excel. Explain how excel can be used as database.

6. Explain how MS-Outlook can be used to manage calendar, appointments, and address books.

7. What do you mean by Information Gathering? Explain various tools used for information gathering.