

Roll No. 

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Total No. of Pages : 02

Total No. of Questions : 07

BBA (Sem.-2<sup>nd</sup>)

**INTRODUCTION TO COMPUTERS-II**

Subject Code : BB-206 (2007 to 2011Batch)

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**

**1. Answer briefly :**

- a. What is the use of spreadsheet in business management?
- b. Define cell, active cell and cell pointer.
- c. What is the purpose of 'Max' and 'Mode' functions in MS-Excel?
- d. What is the purpose of MS-Outlook?
- e. What do you mean by internet?
- f. List various applications of internet.
- g. What do you mean by Netiquettes?
- h. What is the purpose of HTTP?
- i. What do you mean by internet explorer?
- j. List different search engines available.

## SECTION-B

2. Discuss various features of MS-Excel.
3. Discuss various operations that can be performed on MS-Excel chart by taking suitable example.
4. What are various formatting features in MS-Excel? Explain.
5. How e-mails can be managed by using MS-Outlook? Explain.
6. What do you mean by FTP? How FTP and TCP/IP are useful in the network technology?
7. What are various methods to connect with internet? Explain.