

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) 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.

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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?

