

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?

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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.