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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

1. 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.