

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 is role of drawing toolbar in MS Excel?
- b) What are statistical functions in MS Excel?
- c) How will you enter a formula in MS Excel? Explain with example.
- d) What is use of internet explorer?
- e) What is role of MS Outlook? Explain.
- f) Define HTTP. What is its role in internet?
- g) How an E-mail is different from traditional mail.
- h) What are netiquettes?
- i) What is workbook? How it is different from worksheet.
- j) Who owns internet?

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Section - B

(4 × 10 = 40)

Q2) What is spreadsheet? Explain its use in business management by taking suitable example.

Q3) What is MS Excel? Explain its structure. What are various uses of MS Excel?

Q4) What is internet? How it is evolved? Explain various applications of an internet.

Q5) What are different methods to connect to an internet? Explain merits and demerits of each method.

Q6) a) What is internet addressing? Explain.

b) What are internet protocols? Explain advantages and disadvantages of FTP.

Q7) What is search engine? How it is different from web directory. Explain the working of search engine.