0203 - Paper-VII : Computer Application for Business-II

P. Pages : 2

Time : Three Hours

0206

GUG/W/16/5108

Max. Marks : 80

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Notes :
1. All questions are compulsory and carry equal marks.
2. Draw neat and clean diagram wherever necessary.
3. Avoid vague answer and write answer relevant and specific to questions only.

Either

1. a) What do you mean by office Automation? List the various Tools that are used in office? **8**

b) What are the services provided by the internet? **8**

OR

c) Write the short note on. **8**

i) Detail about E-mail. ii) Search Engine.

d) What is free ware & shareware? Explain in detail. **8**

Either

2. a) Explain in brief how Ms-word helps in office automation? **8**

b) Explain **8**
i) Find ii) Replace
iii) Go to iv) Select all

OR

c) List the various submenus under the file menu used in Ms-word? **8**

d) Write a procedure to open an existing document? **8**

Either

3. a) Explain the standard & formatting tool bar supported by Ms-Excel. **8**

b) Explain page setup option in Ms-Excel. **8**

OR

c) Explain Drawing tool bar in Powerpoint? **8**

d) Write a procedure to add a new slide in slide view? **8**

Either

4. a) What is E-commerce? Explain Advantages & Dis Advantages in E-commerce. **8**

	b)	What is E-Business? Explain in detail?	**8**

OR

	c)	Different between Traditional commerce & Electronic Commerce.	**8**
	d)	Explain E-Governance in detail?	**8**
5.		Attempt all the question.	
	a)	Explain the voice mail in detail.	**4**
	b)	Explain copy, cut paste in detail?	**4**
	c)	Explain how to move the frame in brief.	**4**
	d)	Explain online payment services provided by E-Commerce.	**4**

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