B.Com (Hons)   (Sem.–3)

WORKSHOP ON IT TOOLS FOR BUSINESS & E-COMMERCE

Subject Code : BCOMSEC 301-18

M.Code : 76653

Date of Examination : 21-12-2022

Time : 3 Hrs.   Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B consists of FOUR Sub-sections : Units-I, II, III & IV.
3. Each Sub-section contains TWO questions each, carrying TEN marks each.
4. Student has to attempt any ONE question from each Sub-section.

SECTION-A

1. **Write briefly :**

    a) Define Formula Bar.

    b) Application software.

    c) What are the various directory manipulation commands?

    d) What is internet advertising?

    e) Primary memory.

    f) Chart wizard.

    g) What is page alignment?

    h) Search engine.

    i) Explain absolute, mixed and relative cell referencing.

    j) Compare e-commerce with m-commerce.

SECTION-B

UNIT-I

2. Draw and discuss various components of block diagram of a computer.

3. Discuss the main features of window operating system.

UNIT-II

4. Discuss the use of Mail merge in MS word showing with example.

5. How animation is useful in the content of slide show? How can you insert an audio clip in a power .point presentation?

UNIT-III

6. Explain various statistical functions available in MS-Excel.

7. What are the different types of graphs that can be created in excel? Explain the steps to create any two types of graphs.

UNIT-IV

8. Discuss how e-commerce is useful to business success. Explain various types of e-commerce models *w.r.t.* customer and vendors.

9. Discuss the emergence of the Internet as a competitive advertising media.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.