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Total No. of Pages : 02

Total No. of Questions : 18

B.Com.(Hons.) (2018 Batch) (Sem.-3)

WORKSHOP ON IT TOOLS FOR BUSINESS & E-COMMERCE

Subject Code : BCOMSEC 301-18

M.Code : 76653

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

Write briefly :

1. Discuss output units of Computers.
2. What are Application software's?
3. What is need of primary memory?
4. Give syntax of creating directory.
5. What is spell checking?
6. What are paragraphs and sections?
7. Compare E-commerce with traditional commerce.
8. What is Alignment in MS Word?
9. Why spreadsheets are used?
10. Define Electronic Payment System.

SECTION-B

UNIT-I

11. Discuss various fields of applications of computers.
12. Explain hardware and software used in computer.

UNIT-II

13. Describe the various options available for formatting pages in MS Word.
14. Discuss the steps of designing presentation in PowerPoint slide.

UNIT-III

15. Describe about the graph and chart formatting in MS Excel.
16. What are advantages of using formulas in MS Excel?

UNIT-IV

17. Discuss impact, challenges and limitations of E-commerce.
18. What is Internet Advertising? How it is used to enhance the Business?

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.