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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. Students have to attempt any **ONE** question from each Sub-section.

SECTION-A

Write briefly :

1. What is Booting?
2. Applications of E-Commerce.
3. Creating lists and numberings in MS-Word.
4. Copying and deleting Directory in Windows operating system.
5. How you can create a custom watermark?
6. Security issues in E-commerce.
7. Designing a Template in MS-PowerPoint.
8. Emergence of the Internet as a competitive advertising media.
9. Components of Excel history.
10. Graph and Chart formatting commands in MS-Excel.

SECTION-B

UNIT-I

11. Explain the difference between System Software and Application software.
12. a) What happens when files and folders are deleted in windows? Is it possible to retrieve deleted objects later? If so how?
b) What is the role of Window Explorer in Windows operating system?

UNIT-II

13. How you can insert an online picture in your word document in word 2013?
14. How you insert pictures and graphics and printing slides in MS-PowerPoint?

UNIT-III

15. Explain graph and chart formatting commands in MS-Excel.
16. Explain various Statistical functions using formulas in MS-Excel.

UNIT-IV

17. What is an E-payment system? Explain with the help of examples.
18. Explain in detail the meaning and concept of E-commerce vs. Traditional Commerce E-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.