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Total No. of Questions : 09

Bachelor of Commerce (Honours) (Sem.-3)

WORKSHOP ON IT TOOLS FOR BUSINESS & E-COMMERCE

Subject Code : BCOMSEC 301-18

M.Code : 76653

Date of Examination: 18-12-2023

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 :

- What is an Operating System?
- What is a file in a computer?
- What are the different types of alignment in MS-Word?
- What is a Slide Sorter View in MS-PowerPoint?
- What are the applications of Bar Chart in MS-Excel?
- What is the application of AVERAGE IFS function in MS-Excel?
- What is a Portal?
- What is the B2B E-Commerce Model?
- What is Internet Advertising?
- What is meant by Electronic Payment System?

SECTION-B

UNIT-I

2. Discuss the important features of computers. Also, explain the limitations of computers.
3. **Write detailed notes on:**
 - a) Important features of the Windows Operating System
 - b) Applications of Primary and Secondary Memory.

UNIT-II

4. **Write detailed notes on**
 - a) Important formatting commands
 - b) Need and applications of paragraphs and sections in MS-Word
5. Discuss the important features of MS-PowerPoint that make it the right tool for business presentations.

UNIT-III

6. **Write detailed notes on:**
 - a) Components of MS-Excel History
 - b) Different Graphs and their Applications in MS-Excel
7. List down important Financial and Statistical functions in MS-Excel. Explain by citing the applications of each function.

UNIT-IV

8. Discuss the reasons for the widespread growth of E-Commerce in India. Explain by citing examples
9. **Write detailed notes on :**
 - a) Features of a corporate website
 - b) Security issues in E-Commerce.

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.

