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

1.   **Write briefly :**

A. Discuss input units of Computers.

B. Write names of computer unit.

C. What is need of secondary memory?

D. What is function of operating system?

E. Give syntax of coping the directory.

F. What is page alignment?

G. Discuss auto content wizard.

H. Compare E-commerce with traditional commerce.

I. What is Animation in MS PowerPoint?

J. What is Internet advertising?

SECTION-B

UNIT-I

2. Discuss the advantages and limitations of computers.

3. What is need of computer software? Explain its types.

UNIT-II

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

5. How we can use the pictures and graphs in MS PowerPoint presentation?

UNIT-III

6. How will you use the formulas in MS Excel?

7. Explain the procedure of adding cells and rows in MS Excel.

UNIT-IV

8. Explain the steps of designing website for E-Commerce.

9. Define Electronic Payment System. What are its security issues?

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.