

(iii) Bulleted lists

(iv) Media clip and some text

(v) Text over some objects

(vi) Text in the form of columns

9. Explain features of MS-Access to a business manager.

Roll No.

12606

**MBA 2 yr. 1st Semester (CBCS) 2019-20
(New Scheme)**

Examination – April, 2021

**COMPUTER FUNDAMENTALS AND OFFICE
AUTOMATION TOOLS**

Paper : 19IMG21C6

Time : Three hours]

[Maximum Marks : 50

Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard, will be entertained after examination.

Note : Section A is *compulsory*. Attempt *one* question from each unit in Section B. All questions carry equal marks.

SECTION – A

1. Write short notes on the following :

(a) What is WWW ?

- (b) Define browser. Give examples.
- (c) How do you Insert date and time in MS-Word?
- (d) "Mobile phones are as good as micro-computers".
Express your views.
- (e) What is a network topology ?

SECTION – B

UNIT – I

- 2. (a) Explain the various components of a computer with a block diagram.
- (b) Explain different types of languages.
- 3. Describe various computer applications in business.

UNIT – II

- 4. What is meant by a network of computers ? How internet is fast becoming an integral part of all the businesses ? Discuss the various advantages and disadvantages of internet including the cost economics for firms using internet.

- 5. (a) Describe advantages and disadvantages of computer networking.
- (b) Explain major types of network connections.

UNIT – III

- 6. You are to justify the usage of MS-word in the organization to a group of employees. How will you conduct the session ?
- 7. (a) What are the advantages of Word Processing over Manual System ?
- (b) What are Headers and Footers ? Explain the steps to insert Header and Footer.

UNIT – IV

- 8. Write the steps involved in creating a presentation using PowerPoint to include the following tasks and by selecting the corresponding slide layout(s) :
 - (i) To include a title for the presentation
 - (ii) To include a chart and text on the same slide