

Roll No.

Total No. of Pages : 03

Total No. of Questions : 10

**MBA/MBA(IB) (Sem-2)**  
**COMPUTER APPLICATIONS FOR BUSINESS**

Subject Code : MBAGE-201-18

M.Code : 76160

Date of Examination : 14-06-2023

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTIONS TO CANDIDATES :**

1. SECTION-A contains EIGHT questions carrying TWO marks each and students has to attempt ALL questions.
2. SECTION-B consists of FOUR Subsections : Units-I, II, III & IV. Each Subsection contains TWO questions each carrying EIGHT marks each and student has to attempt any ONE question from each Subsection.
3. SECTION-C is COMPULSORY and consist of ONE Case Study carrying TWELVE marks.

**SECTION-A**

1. Write briefly :

- a) What is E-PROM?
- b) What is RAM?
- c) What are the various components of MS Office?
- d) What is an operating system?
- e) What are the different alignment options available in MS Word?
- f) What are headers and footers in MS Word?
- g) What is the use of slide sorter view in MS Powerpoint?
- h) What is the use of macros in MS Excel?

**SECTION-B**

**UNIT-I**

2. Discuss the need and relevance of computers in the present business scenario. Explain by citing examples.
3. Write notes on :
  - a) Functions of CPU
  - b) Features of computer

## UNIT-II

4. Discuss the important features of Windows as an operating system.
5. **Write notes on :**
  - a) Important commands of Windows
  - b) Compare the important features of various versions of Windows.

## UNIT-III

6. Discuss the important features of MS Word from the business perspective. Explain by citing examples.
7. **Write notes on:**
  - a) How to insert pictures and graphics in MS Power point?
  - b) Applications of Mail Merger.

## UNIT-IV

8. Discuss how MS Excel can be used in handling work at your department. Explain by citing examples.
9. **Write notes on :**
  - a) Important finance functions in MS Excel
  - b) Applications of MS Access.

## SECTION-C

10. Is Microsoft Office the best office suite in the software market? Almost everyone uses Microsoft Office in the Windows operating system to write a CV, a letter, a report, to make spreadsheets or presentations etc. So what makes it the most known and used in the software market; is it the best office suite, although there are many free alternative office applications that provide equivalent features? Actually, Microsoft Office is all the time up to date, integrates ideally with Windows operating system in terms of design, and its applications are the richest in tools and features. Even better, It is often innovative in the production of new concepts and tools. The list is long, but let's just take the best features that directly affect the user experience and significantly improve his productivity. PowerPoint Broadcast and the new video and image editing features among the most Impressive, while Sparklines and PowerPivot for Excel are also big productivity boosters. Most users will notice the new Ribbon and Backstage Views, and Outlook's Conversation Views get my vote as the most improved. So, among the best features that we cannot find in any other office suite, there is the very rich and harmonious ribbon on the top of the workspace, the mini toolbar that provides the most common commands at a click of the mouse, the live review of formatting and style changes, the diagonal borders in Word tablm, the flash fill and the sparklines graphics in Excel spreadsheets. One can say that all these features are not free and even that this office suite is rather expensive; Yes, it is probably true; however, Microsoft Office is a product of good quality, and quality has a cost. In conclusion, although there are many office suites that provide good features with

some of them free and certainly having their own advantages, Microsoft Office remains the best office suite in the software market. This office suite benefits from notable advantages: its updates and enhancement, its smooth integration with the Windows interface, and its huge own tools and features.

**Questions :**

1. Do you think MS Office Suite provides all the functionalities required for office work? Applying your subject knowledge, support your answer with relevant examples.

**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.**