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D.K.M.COLLEGE FOR WOMEN (AUTONOMOUS), VELLORE-1

SEMESTER EXAMINATIONS

NOVEMBER – 2017 15SCO3A/15SCC3A

# SKILL BASED SUBJECT-I: E - BUSINESS AND ITS APPLICATIONS

Time : 2 Hrs Max. Marks : 50

SECTION-A (10 x 2 = 20)

Answer ALL questions.

1. What is a computer?
2. What do you understand by the term software?
3. Write any four input devices.
4. Expand the terms (a) RAM (b) ROM.
5. What is internet?
6. What do you mean by template?
7. What is Excel?
8. What are the steps involved for inserting bullets or numbering?
9. Write about any two use of ‘Edit’ menu.
10. What is a toolbar?

SECTION-B (3x 10 = 30)

Answer any THREE of the following questions.

1. Distinguish between hardware and software.
2. What is mail merge? Explain the three basic steps involved in

mail merge.

1. Write in detail the features and applications of spread sheet.
2. How to create business letters using wizards?
3. Explain the process in creating slides in the power point

presentations.

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