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

**SEMESTER EXAMINATIONS**

 **NOVEMBER - 2018 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 the questions.**

1. What is Hardware?
2. What is E-Business?
3. What is Intranet?
4. What is Ms-Office?
5. What is a Toolbar?
6. What are Headers and Footers?
7. What is PowerPoint?
8. What is Excel?
9. What do you mean by Templates?
10. Write any two types charts in Excel.

SECTION-B (3 x 10 =30)

 **Answer any THREE of the following questions.**

1. Explain the Features of Intranet.
2. Distinguish between Traditional business and E-business.
3. Explain the Process of selecting deleting of Files in Ms Word.
4. Explain the process of creating worksheet.
5. Explain the steps in creating slides in PPT.

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