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

SEMESTER EXAMINATIONS

NOVEMBER – 2016 15SCO3A/15SCC3A

# E – BUSINESS AND ITS APPLICATIONS

Time : 2 Hrs Max. Marks : 50

SECTION-A (10 x 2 = 20)

Answer ALL questions.

1. Define Software.
2. What are the Characteristics of a Computer?
3. What is a toolbar?
4. What do you mean by Font in MS – Word?
5. How do you save a text?
6. What is PowerPoint?
7. What is a Template?
8. What is Excel?
9. Write any two types of charts in MS-Excel?
10. What are Spell Check and Grammar Check?

SECTION-B (3x 10 = 30)

Answer any THREE of the following questions.

1. Explain the advantages and disadvantages of E – business.
2. Explain the different menus
   * + 1. Home
       2. Insert
       3. Page layout in the toolbar.
3. Explain the steps in creating ‘powerpoint presentation’.
4. Explain the methods for building a ‘Worksheet’.
5. Bring out the Importance of documentation in the modern

world.

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