

Term End Examination-December, 2017
CERTIFICATE IN E-COMMERCE
Information Technology and E-commerce
Code-CEC-01

Time-3 Hours
Full Marks-100

Answer any four questions from Group-‘A’, any two questions from Group- ‘B’ and any three questions from Group-‘C’.

Group ‘A’

(Answer any four questions each within 100 words)

Marks: 5 X 4= 20

Q.No.1

- (a) What do you mean by Analog computer? (5)
- (b) What do you mean by byte? (5)
- (c) What is a pen drive? (5)
- (d) What do you mean by Universal Serial Bus? (5)
- (e) Write the procedure of making a text ‘bold’. (5)
- (f) Write the procedure of deleting a column from a table.(5)
- (g) What is the use of Slide Show Tab? (5)

Group ‘B’

(Answer any two questions each within 250 words)

Marks: 10 X 2= 20

Q.No.2

- (a) Write the procedure of adding and modifying Clip Art in Excel 2010. (3+7)
- (b) Write the procedure of find, advance find and replacing of a word. (10)
- (c)What are the presentation views in case of PowerPoint presentation? (10)
- (d) What do you mean by Insert Tab? Briefly elucidate the different operation which can be performed through Insert Tab. (2+8)
- (e) Write the procedure of nesting under a list.

Group ‘C’

(Answer any three questions each within 500 words)

Marks: 20 X 3= 60

Q.No.3

- (a) Explain the different generations of computers along with their features. (20)
- (b) What do you mean by MS Word? Critically examine the different tools of MS Word. (4+16)
- (c) Write short notes on: (10+10)
 - (i) Textboxes used in Preparing PowerPoint
 - (ii) Preparation of Slide Notes
- (d) What is Macro option in Excel 2010? Briefly explain the use of Macro option with a suitable example.
- (e) Define Excel 2010. Briefly elaborate the different tabs used in MS Excel. (4+16)