MALINI KISHOR SANGHVI COLLEGE   **SY·BMS**

SEM III   INFORMATION TECHNOLOGY IN BUSINESS MANAGEMENT-I   MARKS-75

NOTE :   i.   **All questions are compulsory.**
              ii   **Figures to the right indicate full marks.**
              iii   **Draw neat and clean diagram whenever necessary.**

Q1. Choose correct alternatives. (Any 8)   **8 Marks**

1. Portrait and Landscape are _____.
    (i) Page Orientation   (ii) Paper Size
    (iii) Page Layout   (iv) All of above

2. TPS stands for _____.
    (i) Transaction Processing Syntax   (ii) Transmission Processing System
    (iii) Transaction Processing System   (iv) Transaction Program System

3. Which of the following is not a font style?
    (i) Bold   (ii) Italics   (iii) Regular   (iv) Superscript

4. Shortcut Key for **Paste is** _____.
    (i) CTRL+X   (ii) CTRL+A   (iii) ALT+X   (iv) CTRL+V

5.

6. SSL stands for _____ .
    (i) Secure Safe Learning   (ii) Secure Socket Layer
    (iii) Secure Surfing Layer   (iv) Socket Secure Layer

7. Mechanism to protect private networks from outside attack is _____ .

    (i)Firewall   (ii) Antivirus
    (iii) Digital Signature   (iv) Formatting

7. Shortcut Key for cut is_____.
    (i) CTRL+X   (ii) CTRL+A   (iii) ALT+X   (iv) CTRL+V

8. OLX is good example of _____
    (i) B2B   (ii) C2C   (iii) B2G   (iv) None of these

9. Flipkart is a good example to define _____
    (i) B2B   (ii) C2C
    (iii) G2C   (iv) B2C

10. _____ is the buying and selling of goods and services through wireless
    handheld device like cellular telephone.
            a) E-Commerce   b) M-Commerce
            c) E-Business   d) None of these

Q1.B   **State whether the following statements are True or False (Any 7)**   **7 Marks**

1. IMPS stands for Intermediate Payment Service.
2. Credit Cards and Debit Cards are Crypto currencies.
3. Ubuntu is the paid Operating System.
4. EPS is electronic payment system.
5. The term open source refers to something people can modify and share because its design is publicly accessible.
6. CTRL+S is a shortcut to save document in MS Word.
7. CTRL+F is used to search word in MS-Word.
8. Smart Art option is in Insert Menu of MS Word.
9. A pivot table is way to present information in a report format.
10. SUM function provides a quick way to add numbers together in an Excel spread sheet.

Q2.   **A.**   What are the Advantages and Disadvantages of E-Commerce?   **15 Marks**

<div align="center">OR</div>

Q2.   **B.**   What is EPS and explain the various modes of EPS?   **8 Marks**
      C.   Diffrence between real time and batch processing.   **7 Marks**

Q3.   A. Explain the following functions : (a) Sum   (b) Countif   (c) SumIf   (d) IF   **8 Marks**
      B. Explain the difference between VLOOKUP and HLOOKUP.   **7 Marks**

<div align="center">OR</div>

Q3.   C. Write down the steps for creating slides.   **8 Marks**
      D. Write a note of SCENARIOS.   **7 Marks**

Q4.   A. Write a short note on mail merge.   **8 Marks**
      B. Explain basic features of MS-Word.   **7 Marks**

<div align="center">OR</div>

Q4.   C. What are the advantages and disadvantages of e-banking?   **8 Marks**
      D. What is Operating System? Explain different Operating Systems in detail?   **7 Marks**

Q5.   A. What are topologies? Explain different types of topologies.   **8 Marks**
      B. What are the advantages and disadvantages of computer networks?   **7 Marks**

<div align="center">OR</div>

Q5.   **Write Short Notes (Any 3)**   **15 Marks**
1. Purpose of Security
2. Mail Merge using Outlook
3. Client-Server networks.
4. Pivot Tables
5. IT Risk Management

<div align="center">XXXX</div>