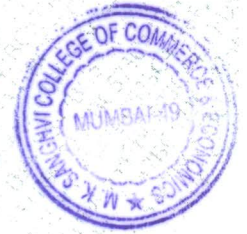


TIME -2:30 HRS

MARKS -75

- Instructions:** 1. All questions are compulsory
2. Question No 1 to Question No 5 carry 15 marks each.
3. All the questions have internal options.



Q1. A. Multiple Choice Question (Any 8)

(8)

1. _____ calculates the principal amount paid on a loan in a specific month.
a. PMT() b. PPMT() c. IPMT()
d. FVSCHEDULE()
2. _____ is a type of key in database.
a. Super Key b. Candidate Key c. Foreign Key
d. All of these
3. _____ is a collection of interrelated data & a set of programs to access those data.
a. Table b. Worksheet c. DBMS d. None of these
4. SFA is centered around the _____ and not on an individual buyer.
a. Organisation b. Website c. Sales Team
d. Social Media
5. _____ is the first stage of SCM.
a. Develop b. Plan c. Deliver d. Return
6. _____ is the act of buying and selling international currencies, futures, stocks, bonds and other financial instruments through the internet.
a. Internet Banking b. Online Banking
c. Online Trading
d. None of these
7. A Debit card is issued with a _____ for security reasons.
a. One Time Password
b. Personal Identification Number
c. Character Password d. Mobile Number
8. _____ is a benefit of using EDI
a. Reduced costs b. Reduced cycle time
c. Faster Response d. All of these

Comp Skills - II



9. The two variants of ECS are ECS- _____ and ECS-Credit
a. Cash b. Debit c. Repeat d. Auto
10. _____ is long term trading and involves retention of securities for longer periods of time.
a. Day Trading b. Position Trading c. Both a and b
d. None of these

Q1. B. State true or false (Any 7) (7)

1. Macros can be created, edited and deleted by the user.
2. Conditional Formatting can be applied only on numerical data
3. Composite Key is a combination of data from more than one column.
4. DBMS is defined as the software system that allows users to define, create, maintain and control access to the database.
5. There are 4 stages of SCM
6. An ERP system can have CRM and SCM systems
7. Open source CRM software are available online.
8. The Relational Databases Model was introduced by E. F. Codd in 1970.
9. EDI improves accuracy in transactions.
10. Credit Card is like a pre-paid service.

Q2. A. Explain VLOOKUP() and HLOOKUP() with examples. (8)

B. What is a Macro? Write steps to create a Macro in MS Excel. (7)

OR

C. Explain any 4 text based functions of MS Excel. (8)

D. List the features of MS Excel. (7)

Q3. A. Explain the following Terms (15)

1. Database
2. Data
3. Information
4. Primary Key
5. Foreign Key

OR

B. Explain Different Data types in Ms-Access. (8)

C. List a few Characteristics of Primary Key and Foreign Key. (7)



Q4. A. Explain the working of EDI. List its advantages and disadvantages. (15)

OR

C. Explain various types of Online Trading. (8)

D. Discuss the advantages to Banks and Customers of ECS Credit. (7)

Q5. A. Explain any 5 modules of ERP. (15)

OR

B. Write short notes on: (Any 3) (15)

1. RDBMS

2. Conditional Formatting in MS Excel.

3. SFA

4. ATM

5. Types of Trading.