

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BCOS-183
COURSE TITLE	:	COMPUTER APPLICATION IN BUSINESS
ASSIGNMENT CODE	:	BCOS-183/TMA/2024-25
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Note: Attempt all the questions.

Section – A

(Attempt all the questions. Each question carries 10 marks.)

- Q.1** What are the Computer Networks? Explain their importance and various types. **(10)**
- Q.2** What are active and passive attacks? Explain with suitable example. **(10)**
- Q.3** Explain the meaning of E-wallet. Discuss briefly the factors which have contributed towards the adoption of E-wallet in India. **(10)**
- Q.4** What do you understand by Mail Merge? Differentiate between Merge and Query option of 'Mail Merge Helper' window. **(10)**
- Q.5** What do you understand by a business presentation? Explain various types of business presentations. **(10)**

Section – B

(Attempt all the questions. Each question carries 6 marks.)

- Q.6** Explain operating system and their types. **(6)**
- Q.7** Discuss the benefits and limitations of centralized and decentralized information in business organizations. **(6)**
- Q.8** Describe the various options available in the main menu bar of MS-Word. **(6)**
- Q.9** Explain the process of creating a chart in PowerPoint with the help of an example. **(6)**
- Q.10** How do Pivot charts help in understanding the outcome of cross tabulation of data set? **(6)**

Section-C

(Attempt all the questions. Each question carries 5 marks.)

- Q.11** What do you understand by Google sheets? Explain their usability. (5)
- Q.12** Explain the options we have to protect our document while sharing with others. (5)
- Q.13** What is the difference between SLN and DB method of Depreciation? How are they implemented in MS Excel? (5)
- Q.14** Explain LOOKUP, VLOOKUP and HLOOKUP with examples. (5)