[24-HKPD1SN-24J (M2)]

M.COM 1st Semester (NEP) Exam. 2024 (S2)

(*Information Technology in Business*)

[PGCM, S1-04]

Full Marks : 70

Time : 3 hours

The figures in the right-hand margin indicate marks.

1. Answer any *five* from the following questions (each in around 400 words) : $10 \times 5 = 50$

(*a*) Discuss the various applications of information technology in the field of business.

(*b*) What are the different components of Libre Office ? Give four advantages of Libre Office software.

(*c*) What are templates in Libre Office Writer ? Give the steps in creating a new template. Also give the steps to modify an existing template.

(*d*) Explain some of the key features of Libre Office Calc as a spread-sheet program.

(*e*) What is internet security ? What are the different types of attacks to internet security ?

(*f*) What is Libre Office Base useful for ? Describe the four important features of Libre Office Base and their uses.

(*g*) Write some of the benefits of using built-in functions and formulas in Libre Office Calc for common calculations ? Using examples, explain how functions and formulas save time and ensure accuracy in calculations.

(*h*) What are the components of Libre Office Writer interface ? Give the steps to save and close a document in Writer.

2. Answer any *four* from the following questions (each in around 200 words) : $5 \times 4 = 20$

(*a*) What is data validation ? Using an example show how data validation is done in Libre Office Calc and how it is useful in data analysis.

(*b*) Describe the client-server architecture.

(*c*) Give the steps to resize an image in Libre Office Writer. How can we adjust the brightness and contrast of an image in Libre Office Writer ?

(*d*) Give the steps to apply transitions to slides in Libre Office Impress.

(*e*) What is quality assurance ? How can quality assurance help organisations over other companies ?

(*f*) Give the steps to create and modify animations in Libre Office Impress.