Time : Three hours　　　　　　　Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer any TEN questions.

1. What is Auto Correct?

2. Define Worksheet.

3. Define record and table.

4. Identify the components of DBMS.

5. What are the advantages of EDI?

6. What is distributed computing?

7. What is an Internet?

8. List the various characteristics of client/server systems.

9. What is an Information System?

10. Differentiate between Information System Audit and traditional audit?

11. What is an E-mail address?

12. What is User Datagram Protocol?

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PART B — (5 × 5 = 25 marks)

Answer any FIVE questions.

13. Discuss about find and replace and spell check options in Word.

14. Explain the key components of the Excel Worksheet.

15. How to create a new database using Access? Explain with an example.

16. Explain how you add/delete indexed to/form a table in Access.

17. Explain the EDI standards.

18. Explain the history of the Internet.

19. Discuss the basic idea of Information Audit.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

20. Explain the process of mail merge in Word.

21. Explain the process of designing queries and reports in Access.

22. Describe the Internet Based EDI.

23. Discuss the applications of distributed computing.

24. Explain any two applications of IS audit in an Internet environment.

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