2604E198

Candidate's Seat No : _____

IMBA (Rep) Semester-2 Examination
IIS_IMBA-18
Excel - II

Time : 2-30 Hours]

April-2024

[Max. Marks : 70

Q.1. What is Microsoft Outlook? use and Feature of Outlook. **14 marks**

OR

Q.1.(A). What is email? types of email service **7 marks**
Q.1.(B). What Are the Application advantages and disadvantages of outlook? **7 marks**

Q.2. What is profile in outlook? How to create profile in outlook and how to see profile of outlook? **14 marks**

OR

Q.2.(A). What is SMTP? What is POP3 and IMAP protocol? **7 marks**
Q.2.(B). What are the data files in outlook? default format of outlook. **7 marks**

Q.3. Tools of outlook? How to create new mail and explain steps. **14 marks**

OR

Q.3.(A). Tools of outlook? How to create new mail and explain steps. **7 marks**
Q.3.(B). What is a digital signature? How to create digital signature? **7 marks**
Q.4. What is mail merge and explain steps? **14 marks**

OR

Q.4.(A). What is the difference between meetings and appointments? **7 marks**
Q.4.(B). Explain the footnote, endnote, and captions functions of MS Word. **7 marks**
Q.5 **Write the following.** **14 marks**

A. Answer the multiple-choice Question.

1. You have 48 different folders for various projects, but you only use three on a regular basis. How can you keep those folders visible and easily accessible?
   A. color code the three folders.
   B. add the three folders to your Favorites.
   C. name the three folders with Capital letters.
   D. none of the given.

2. You are working on a new email but need to leave for the day. When you close the email, you see the message above. When you come back tomorrow, in which folder will you find the mail?
   A. Inbox
   B. History
   C. Drafts
   D. Junk Email

3. Maximum file attached in outlook email size is?
   A. 20MB
   B. 40MB
   C. 400MB
   D. 60MB

4. How to hide folders portion?

(P.T.O)

A. reading panel.
B. folder panel.

C. to-do-bar.
D. use tighter spacing.

5. What is the insert merge field?

A. Add main content.
B. Topics.

C. Recipient.
D. Reader.

6. How do you see document headings, pages, Results?

A. Windows
B. Macros

C. Navigation panel
D. One page

7. Secure Port no of IMAP service?

A. 993
B. 25

C. 585
D. 27

8. Which button is used to create a new address list in the mail merge wizard in the step insert address block?

A. Select the document
B. Edit the document

C. Personalize the document
D. Save print and send

9. How to make index in word by.

A. Table of contents
B. Footnote

C. Citation
D. Insert-text

10. What is the correct syntax of IF() function?

A. =IF (logical_test, {[value_if_true]}, {[value_if_false]})

B. =IF (logical_test, TRUE([value_if_true]), FALSE([value_if_false]))

C. =IF (logical_test: [value_if_true], [value_if_false])

D. =IF (logical_test, [value_if_true], [value_if_false])

11. Important protocols in outlook email?

A. SMTP, POP3, IMAP
B. FTP

C. TFTP
D. HTTP, HTTPS

12. How to see mail in column format?

A. Single view
B. Compact view

C. Preview view
D. View setting

13. The CEO of your company just sent mail to all 10,000 of your fellow employees. You want to reply to her and say, "Thanks!". Which button should you click?

A. Reply
B. Reply All

C. Reply with Meeting
D. Forward

14. What are the types of data files?

A. .OST, .PST
B. Text

C. Email
D. .NST

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