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Total Pages : 3   Roll No. ....

BBA-604

Introduction to Information Technology

Bachelor of Business Administration (BBA)

6th Semester Examination, 2023 (June)

Time : 2 Hours]   **[Max. Marks : 70**

Note : This paper is of Seventy (70) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein. Candidates should limit their answer to the questions on the given answer sheet. No additional (B) answer sheet will be issued.

SECTION–A
(Long Answer Type Questions)

Note : Section 'A' contains Five (05) long answer type questions of Nineteen (19) marks each. Learners are required to answer any Two (02) questions only.

(2×19=38)

1. Discuss the advantages and the procedure of using Word Processing tool. List at least 3 software that provide this platform.

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2. Discuss how various graph functions can be used in Excel. How are these functions useful for business purposes?

3. Discuss various ways by which Internet has helped the society.

4. Discuss the Procedure of using Mail Merge. How can it be useful in practical implication?

5. What is the purpose of using a web browser? Discuss various web browsers those are used to access the Internet.

SECTION–B
(Short Answer Type Questions)

Note : Section 'B' contains Eight (08) short answer type questions of Eight (08) marks each. Learners are required to answer any Four (04) questions only.   (4×8=32)

1. Discuss LAN, MAN, WAN with examples of each.

2. Discuss 8 shortcut keys and their usage in MS-Word.

3. Discuss the history, usage and utilities of using Internet.

4. How are the charts prepared in MS-word.

5. What is MS-Office? Why is MS-Office suite popular?

6. Explain the uses of graph? List the type of graphs, which may be prepared by MS-Excel.

7. Discuss the procedure for the following :

(ai) Inserting symbols in MS-Word document

(b) Inserting automatic numbering in MS-Word document

8. Explain at least five Mathematical functions of Excel with example.

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