

Roll No.

BBA–604

Introduction to Information Technology

(सूचना प्रौद्योगिकी : एक परिचय)

Bachelor of Business Administration

(BBA-10/12/16)

Sixth Semester, Examination, 2018

Time : 3 Hours

Max. Marks : 80

Note : This paper is of **eighty (80)** marks containing **three (03)** Sections A, B and C. Learners are required to attempt the questions contained in these Sections according to the detailed instructions given therein.

Section–A

(Long Answer Type Questions)

Note : Section ‘A’ contains four (04) long answer type questions of nineteen (19) marks each. Learners are required to answer *two* (02) questions only.

1. What is multimedia ? Explain the importance of multimedia in our day to day life. List and explain various components of multimedia.
2. What is meant by desktop publishing ? Explain what role computers are playing in desk top publishing.
3. What is GUI ? How is it different from the traditional character user interface ? Describe the main characteristic features of GUI and CUI.
4. What do you mean by word processing ? List the important features, which makes MS-Word suitable for processing applications.

(B-52) P. T. O.

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 *four* (04) questions only. Answer of these questions must be restricted to two hundred fifty (250) words approximately.

1. What are macros in MS-Word ? What does they do ?
2. State in brief the evolution of internet.
3. Write short notes on the following :
 - (a) Switches
 - (b) Gateway
 - (c) Routers
 - (d) Repeaters
4. In what manner is e-mail service is similar to postal mail service ? In what manner are the two different from each other ?
5. What is MS-Office ? Why is MS-Office suite popular ?
6. What do you mean by an image ? How this format of storing data is different from animation and video ?
7. How are the charts prepared in MS-Excel ? List the type of charts which may be prepared by MS-Excel.
8. Explain briefly the important menu items present in start bar.

Section-C**(Objective Type Questions)**

Note : Section 'C' contains ten (10) objective type questions of one (1) mark each. All the questions of this Section are compulsory.

1. Bus networks are relatively and to install for small networks.
 - (a) Expensive, hard

- (b) Expensive, easy
 - (c) Inexpensive, easy
 - (d) Inexpensive, hard
2. You may create presentation in MS-Power Point using :
- (a) Auto content wizard
 - (b) Templates
 - (c) Blank presentation
 - (d) All of the above
3. Window is based on :
- (a) Multitasking
 - (b) Parallel processing
 - (c) Time sharing
 - (d) Batch processing
4. Which of the following is used for managing e-mail in windows ?
- (a) MS-Outlook, express
 - (b) MS-Excel
 - (c) MS-Power Point
 - (d) None of the above
5. Which of the following data file may be compressed ?
- (a) Text
 - (b) Image
 - (c) Audio
 - (d) All of the above

6. Recycle bin helps users to prevent from the accidental deletes.
 - (a) True
 - (b) False
7. MS-PowerPoint is meant for managing
 - (a) Spreadsheet
 - (b) File
 - (c) Slides
 - (d) All of the above
8. Search engines are used :
 - (a) To search document on web
 - (b) To search data in a file
 - (c) Search the file on host computer
 - (d) None of the above
9. Which of the following is a valid domain name ?
 - (a) .com
 - (b) .gov
 - (c) .net
 - (d) All of the above
10. BIOS is :
 - (a) Software
 - (b) Hardware
 - (c) Both (a) and (b)
 - (d) None of the above