

**S-908**

**Total Pages : 3**

**Roll No. -----**

**BBA-604**

**Introduction to Information Technology**

**Bachelor of Business Administration (BBA)**

**6<sup>th</sup> Semester, Examination 2022(Dec.)**

**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.

**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 x 19 = 38]

P.T.O.

- Q.1. Explain the Basic Computer Model and its different units along with a diagram, and various kinds of input, output and storage devices.
- Q.2. Discuss the advantages and the procedure of using Electronic Spreadsheet. List at least 3 software that provide this platform?
- Q.3. Discuss various Topologies with diagram. Discuss the procedure of creating various types of graphs in Excel. How are these graphs useful for business purposes?
- Q.4. Discuss the procedure of adding header and footer in any document of Word. Also, discuss the procedure of making different headers and footers in the same document.
- Q.5. Discuss about the grammar and spelling checker feature in MS Word. How to get it activated and deactivated.

## **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 x 8 = 32]

Briefly discuss any four of the followings:

Q.1. Graphical User Interface.

Q.2. Hardware & Software.

Q.3. Multimedia.

Q.4. OSI Model

Q.5. Types of Graphs.

Q.6. Macros.

Q.7. Mail Merger.

Q.8. Usage of Internet in Sending.

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