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BBA-604

Introduction to Information Technology

Bachelor of Business Administration

(BBA-10/12/16)

Examination 2021 (Winter)

Time: 2 Hours   Max. Marks: 80

Note : This paper is of Eighty (80) 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 Twenty (20) marks each. Learners are required to answer any two (02) questions only.

[2 x 20 = 40]

Q.1.   What do you understand by network transmission media? Explain in detail with suitable example.

P.T.O.

Q.2. What do you understand by word processor? What are the features of word processor? How it can be used in business?

Q.3. What are the major applications of multimedia? How multimedia can be used in education sector?

Q.4. How are charts useful in Excel? Compare any three chart types available in Excel?

Q.5. Explain the following terms; in the context of Ms-word:
(i) How to change the page layout?
(ii) How to insert the header and footer?
(iii) How to set the page margin?
(iv) How to input footnotes & endnotes?

Section – B
(Short-answer-type questions)

Note: Section 'B' contains Eight (08) short-answer-type questions of Ten (10) marks each. Learners are required to answer any Four (04) questions only.

[4 x 10 = 40]

Q.1. What are the major application areas of Ms-Power point?

Q.2. Write the formula for the following using Ms-Excel.

    a. To calculate the Total Marks as sum of Science, Mathematics and Hindi.

    b. To calculate the minimum marks in each subject.

    c. To calculate the average marks for each student.

    d. To calculate the maximum marks in Mathematics.

    e. To calculate the total percentage where the max marks of each subject is 50.

S.No.	Name	Hindi	English	Mathematics	Science
1	Ram	40	45	47	45
2	Shyam	50	38	49	46
3	Mohan	30	40	48	47
4	Sohan	45	46	49	42

Q.3. What do you understand by macro? What are the advantages to create the macro?

Q.4. Write the difference between following with example.

a) Paste and Paste special

b) Cut-paste and copy-paste

c) Save and save as

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Q.5. Write any three name of hardware which can be used in computer network and explain about their working in detail.

Q.6. What is 'What-if-analysis' in Ms-Excel? Explain it with suitable example.

Q.7. Write down the keyboard shortcut for the following commands:

(i) Cut	(ii) Copy
(iii) Paste	(iv) Right aligned
(v) Centre Alignment	(vi) Find
(vii) Increasing font size	(viii) Select all
(ix) Print Preview	(x) New File

Q.8. What are the advantages of Mail Merge? Explain it through example.