

C1214

Total Pages : 4

Roll No.

BBA-604

Introduction to Information Technology

Bachelor of Business Administration (BBA)

6th Semester Examination, 2022 (June)

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.

(2×20=40)

1. Answer the following questions about Word Processor :

- (a) What is a Word Processor? Discuss in detail.
- (b) Its advantages over plain text editor.

- (c) Different functionalities that can be used in it.
 - (d) How to insert picture and resize or crop the picture in it?
2. Answer the following questions about electronic spreadsheet :
- (a) What is an electronic spreadsheet? Discuss in detail.
 - (b) Discuss the advantages of using an electronic spreadsheet.
 - (c) How can various formulae be used in it?
 - (d) How can various data visualization tools be used in it?
3. Answer the following questions about Network :
- (a) What is a Network? Discuss in detail.
 - (b) Discuss various topologies of Network.
 - (c) Discuss LAN, MAN, WAN.
 - (d) What is I.P. Address ? Explain.
4. Answer the following questions about Internet :
- (a) Discuss about the background and history of Internet. Who created it?
 - (b) How to access the Internet? What is ISP?
 - (c) What all information can be accessed over the Internet?
 - (d) What are the various protocols that are used to access the Internet?

5. Answer the following questions about Multimedia :
- Discuss about Multimedia.
 - What all devices are used to create and utilize multimedia?
 - Explain various different multimedia file formats with the extension name and full forms.
 - Discuss some multimedia editing tools and softwares.

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. (4×10=40)

1. Explain the application of IT in education and commerce.
2. Discuss various types of graphs in electronic spreadsheet.
3. Discuss Mail Merge and the procedure of using it.
4. Discuss the usage, functioning and utility of Network Software.
5. Explain as to how does the word processor utilize various fonts and size of fonts.

6. Discuss Macros and its utility.
 7. Discuss various cell formatting techniques in electronic spreadsheets.
 8. Discuss Network Media and Hardware.
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