

BBA-604

Introduction to Information Technology

सूचना प्रौद्योगिकी एक परिचय

Bachelor of Bussiness Administration

(BBA-10/12/16/BBAH-11)

6th Semester Examination2019

Time:3 Hours

Maximum Marks:80

Note : This paper is of Eighty (80) marks containing three sections A,B & C. Learners are required to attempt the questions contained in these sections according to the detailed instruction given therein

Section –A

(Long - Answer- Type question)

Note : Section 'A' contains four (04) long-answer-type question of Nineteen(19) marks each.learners are required to answer any two(02) question only.

(2x19=38)

1. What do you understands by network topology
Describe three commonly uses network topology.
2. What is meant by miltimedia presentation?
Describe same of its important characteristics.

3. What are sheets in Ms-Excel ? How would you do the following in Ms-Excel?
 - a. Creates and save workbook
 - b. Calculation in worksheet
 - c. Froting Formula

4. Write the notes on followings:-
 - a. Control panel
 - b. Recycle bin
 - c. Window Explorer
 - d. Tool bar in Ms-word

Section – B

(Short-Answer-Type Question) लघु उत्तरीय प्रश्न

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.Answer of these question must be restrictes to two hunders fifty (250) words approximately. (4X8=32)

1. What are the advantages of optical fibre over other wired media?

2. Indentify the usage of Internet to the society.

3. What do you mean by the term information technology ? Explain your view.

4. Draw the block Diagram of computer and explain the working of each part.
5. Discuss and differential between Ms-Windows one UNIX.
6. What are the application area of Ms-Excel. Discuss in detail.
7. Explain the mail merge in detail with suitable example.
8. Write notes on the following:
 - (i) Header and Footer
 - (ii) Cutpaste and copy paste
 - (iii) Macros
 - (iv) Importance of E-mail

Section –C

(Objective-Type Question) वस्तुनिष्ठ प्रश्न

Note : Section 'C' contains ten(10)objective type questions of one (01) mark each. All the questionsof this section are Compulsory. (10x1=10)

Write true/false againts the following;

1. Address book is used to keep E-mail Address.
2. Operating system allaws user to run appllication programs.
3. Ms word can not open Rich Text format (RTF)
4. Ms-Excel is used for spreadsheet

5. URL stands for unique resonance locator.

Fill in the blanks;

6. EEPROM stands for.....

7. Word processor means.....

8.is a free e-mail service provider

9. The shortcur key.....is used to make italic the text in Ms-word.

10. A computer accepts.....from user.