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Roll No.....

BBA-604
INTRODUCTION TO INFORMATION
TECHNOLOGY

Bachelor of Business Administration
(BBA-10/12/16/17)

6th Semester, Examination-2020

Time Allowed : 2 Hours

Maximum Marks : 80

Note : This paper is of Eighty (80) marks divided into Two (02) sections A and B. Attempt the question 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. Describe the following features of Ms-Word :
 - (i) Indentation for Document
 - (ii) Auto Text and find
 - (iii) Table creation
 - (iv) Changing document margin
 - (v) Paste and paste special
2. What is presentation? Explain the role of powerpoint presentation in developing the business.
3. What is Internet? What is the role of Internet in everyday dealings? Write a short note on WWW.
4. What do you mean by the term Interactive multimedia? Explain the reason why it is becoming popular in day to day life.
5. What is computer Network? Explain various network topologies.

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. What is Transmission media? Explain various types of data transmission media.
2. Explain the steps involved in inserting graph in Ms-Excel sheet. Also explain four types of graph with data.
3. What is modem? Explain in detail the working of modem.
4. Write short notes on :
 - (i) URL
 - (ii) IP Address
 - (iii) E-mail

5. What is Control Panel? How the control panel is used?
6. What are macros in Ms-Word? What do they do?
7. List important features which makes Ms-Word suitable for word processing applications.
8. What are the advantages of using Information and communication technologies for society?
