

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

BBA (RD) (2018 Batch) (Sem.-3)
IT TOOLS FOR BUSINESS
Subject Code : BBARD-SEC 301-18
M.Code : 76820

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B consists of FOUR Sub-sections : Units-I, II, III & IV.
3. Each Sub-section contains TWO questions each, carrying TEN marks each.
4. Student has to attempt any ONE question from each Sub-section.

SECTION-A

1. Write briefly :

- A. Relate data with information.
- B. Write the use of Binary Numbers.
- C. Discuss application software.
- D. What is Primary memory in computer?
- E. How the file is copied in windows?
- F. What is importing in MS Word?
- G. What is replacing text in MS Word?
- H. Discuss design template.
- I. Define Cell Editing.
- J. What is the use of spreadsheet?

SECTION-B

UNIT-I

2. Explain the characteristics of Computer that has made it so powerful?
3. Give the introduction of Input-Output devices used in computer?

UNIT-II

4. Discuss the generation of computers. Which is the latest generation of computers?
5. Write the working and editing of picture in Paint Brush.

UNIT-III

6. What is page formatting in MS Word? What are its options?
7. How would you create and save a presentation using Auto Content Wizard?

UNIT-IV

8. Write the steps of creating and working on MS Excel worksheet.
9. How will you calculate the various financial applications in MS Excel?

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.