

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

**BBA (SIM) (2018 Batch) (Sem.-3)**  
**IT TOOLS FOR BUSINESS**  
Subject Code : BBASM-SEC 301 -18  
M.Code : 76826

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. What is firmware in Computers?
- B. Write names of computer unit.
- C. What is need of secondary memory?
- D. What is compiler?
- E. Give syntax of coping the directory.
- F. What is page alignment?
- G. Discuss graphics in MS Power Point.
- H. Give the use of spreadsheet.
- I. What is Animation in MS PowerPoint?
- J. What is spell check in MS Excel?

## SECTION-B

### UNIT-I

2. Discuss the advantages and limitations of computers.
3. Explain different number systems in computer.

### UNIT-II

4. What are the features of window operating system?
5. Write various storage media available in Computer.

### UNIT-III

6. Discuss the use of Mail merge in MS word showing with example.
7. How we can put the chart in MS PowerPoint presentation?

### UNIT-IV

8. Explain the procedure of adding cells and rows in MS Excel.
9. How will you use the formulas 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.**