

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 18

BBA (2018 Batch) (Sem.-3)
IT TOOLS FOR BUSINESS
Subject Code : BBASEC301-18
M.Code : 76659

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. Students have to attempt any ONE question from each Sub-section.

SECTION-A

Attempt the following questions :

- Q1. What are the points of distinction between Instruction and Information?
- Q2. What is Firmware?
- Q3. Convert the Octal number (434)₈ into Hexadecimal number.
- Q4. Why cache memory is important?
- Q5. Distinguish between RAM and ROM.
- Q6. What is an interpreter?
- Q7. What is the use of Header in MS-Word?
- Q8. Write any two animations applied to MS-Powerpoint.
- Q9. What is the role of macros in MS-Excel?
- Q10. Distinguish between workbook and worksheet.

SECTION-B

UNIT-I

- Q11. What are the differences between an input and output device? Can a device be used as both an input and output device? If no, explain why? If yes, give an example of such a device?
- Q12. What is a Computer? Explain its various advantages and limitations.

UNIT-II

- Q13. Discuss in detail the various types of storage media available for data storage.
- Q14. Explain the various generations of languages in computers.

UNIT-III

- Q15. What are the characteristics of a good power point presentation? How to execute slides during the presentation?
- Q16. Discuss in detail the historical timeline of MS-Word. Also discuss the importance of indents and outdents in formatting a document.

UNIT-IV

- Q17. Discuss in detail the various toolbars available in MS-Excel.
- Q18. Write down the steps for creating various charts 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.