Roll No.

Total No. of Pages: 02

Total No. of Questions: 18

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:

- 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.
- 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

Write briefly:

- 1. What is Binary Number System?
- 2. What is Firmware?
- 3. What is Slide Sorter View?
- 4. What are Special Symbols in MS-Word?
- 5. What is cell editing in MS-Word?
- 6. What are indents?
- 7. How to create list in MS-Word?
- 8. What is Auto Correct Wizard in MS- PowerPoint?
- 9. What are Spreadsheets?
- 10. What is complier?

1 M-76826 (S12)-544

SECTION-B

UNIT-I

- 11. Discuss in detail the different number systems? Explain the applications of each system.
- 12. Discuss the applications of computer in different fields of management. Explain by citing examples.

UNIT-II

- 13. What are the advantages and limitations of low and high level languages? Explain by citing examples.
- 14. Discuss the various important features of Windows Operating System. Explain by citing examples.

UNIT-III

- 15. Write notes on:
 - a) How to create, save, important and export documents in MS- Word?
 - b) What are different formatting commands in MS-Word?
- 16. As a student of Information Technology, discuss some of the important features of MS-Word.

UNIT-IV

- 17. Write notes on?
 - a) Limitations of MS-Excel.
 - b) Graph and charts formatting commands in MS-Excel.
- 18. Discuss some of the important financial and statistical functions in MS-Excel. Explain by citing examples.

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.

2 | M-76826 (S12)-544

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