Roll No.

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:**

- 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**

# Write briefly:

- 1. What is the role of hardware in Computers?
- 2. Discuss Secondary memory.
- 3. What is need of page formatting?
- 4. What are the steps of creating directory?
- 5. Compare compiler with interpreter.
- 6. What are binary numbers?
- 7. What are Styles in MS Word?
- 8. Give the syntax of creating a file.
- 9. What is Animation in MS PowerPoint?
- 10. What is cell in MS Excel?

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#### **SECTION-B**

#### UNIT-I

- 11. Discuss the classification of computers.
- 12. Explain different Input/output devices used for functioning of computer.

### **UNIT-II**

- 13. What are the salient features of window operating system?
- 14. Discuss various storage media available in Computer.

### UNIT-III

- 15. Write the use of Mail merge in MS word showing with example.
- 16. Write the common features of Formatting of MS PowerPoint slide.

## **UNIT-IV**

- 17. Explain the procedure of formatting numbers and text in MS Excel.
- 18. How will you calculate the various statistical functions 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.

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