

Roll No. 

Total No. of Questions : 09

Total No. of Pages : 02

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. Student has to attempt any ONE question from each Sub-section.

SECTION-A

1. Write briefly :

- A. What is the role of Software in Computers?
- B. What are Binary Numbers?
- C. Discuss Primary memory.
- D. Name any two high level languages.
- E. Compare compiler with interpreter.
- F. Write the syntax of adding the Header and Footer.
- G. What are Fonts?
- H. What is Alignment in MS Word?
- I. Write the syntax of copy command.
- J. What is the use of spreadsheet?

SECTION-B

UNIT-I

2. Draw and explain the block diagram of computer system
3. Explain different Input- Output devices used in computer.

UNIT-II

4. Give the introduction of windows operating system.
5. Write different tools available in Paint Brush.

UNIT-III

6. Describe the various options available for formatting pages in MS Word.
7. What are design templates? How presentation is designed in PowerPoint slide?

UNIT-IV

8. Write the steps of using Menu Bar and Toolbar in MS Excel worksheet.
9. How will you calculate the various financial functions in MS Excel?

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SECTION-A

- 1. Answer briefly:**
- What are the limitations of Data?
 - What are mainframe computers?
 - What is an Octal Number System?
 - What is primary memory?
 - What is Sub-Directory in Windows Operating System?
 - What are the different alignments in MS Word?
 - What are Indents in MS-Word?
 - What is a Design Template in MS-PowerPoint?
 - What is Auto-Content Wizard in MS-PowerPoint?
 - What is a cell macro in MS Excel?

SECTION-B

UNIT-I

2. How do computers help managers to get timely information? Discuss by citing examples.
3. **Write notes on :**
 - a) Difference between micro and mini computers
 - b) Functions of different number systems.

UNIT-II

4. Discuss different generations of computers. Explain by discussing the advantages and limitations of each generation of computers.
5. **Write notes on :**
 - a) Applications of compiler and interpreter
 - b) Applications of high-level languages.

UNIT-III

6. **Write notes on :**
 - a) Applications of a page break in MS-Word
 - b) Applications of special symbols in MS-Word
 - c) Applications of mail merge in MS-Word
7. **Write notes on :**
 - a) What are the applications of the Design template in MS-PowerPoint
 - b) What are the applications of MS-PowerPoint for managers?

UNIT-IV

8. As a business management student, list different business scenarios where you think that MS Excel can be used to analyze the data. Explain by citing detailed examples.
9. **Write notes on :**
 - a) Important financial functions in MS-Excel and its applications .
 - b) Difference between absolute and relative cell referencing

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