Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐☐   Total No. of Pages : 02

Total No. of Questions : 09

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?

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.