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Total No. of Pages : 02

Total No. of Questions : 09

BBA (RD) (2018 Batch) (Sem.-3)**IT TOOLS FOR BUSINESS****Subject Code : BBARD-SEC 301-18****M.Code : 76820****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. Relate data with information.
- B. Write the use of Binary Numbers.
- C. Discuss application software.
- D. What is Primary memory in computer?
- E. How the file is copied in windows?
- F. What is importing in MS Word?
- G. What is replacing text in MS Word?
- H. Discuss design template.
- I. Define Cell Editing.
- J. What is the use of spreadsheet?





SECTION-B

UNIT-I

2. Explain the characteristics of Computer that has made it so powerful?
3. Give the introduction of Input-Output devices used in computer?

UNIT-II

4. Discuss the generation of computers. Which is the latest generation of computers?
5. Write the working and editing of picture in Paint Brush.

UNIT-III

6. What is page formatting in MS Word? What are its options?
7. How would you create and save a presentation using Auto Content Wizard?

UNIT-IV

8. Write the steps of creating and working on MS Excel worksheet.
9. How will you calculate the various financial applications 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.

