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Total No. of Pages : 02

Total No. of Questions : 09

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 :**

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 firmware in Computers?
- B. Write names of computer unit.
- C. What is need of secondary memory?
- D. What is compiler?
- E. Give syntax of copying the directory.
- F. What is page alignment?
- G. Discuss graphics in MS Power Point.
- H. Give the use of spreadsheet.
- I. What is Animation in MS PowerPoint?
- J. What is spell check in MS Excel?





SECTION-B

UNIT-I

2. Discuss the advantages and limitations of computers.
3. Explain different number systems in computer.

UNIT-II

4. What are the features of window operating system?
5. Write various storage media available in Computer.

UNIT-III

6. Discuss the use of Mail merge in MS word showing with example.
7. How we can put the chart in MS PowerPoint presentation?

UNIT-IV

8. Explain the procedure of adding cells and rows in MS Excel.
9. How will you use the formulas 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.

