

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 coping 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.