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Total No. of Pages : 02

Total No. of Questions : 18

**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. Students have to attempt any **ONE** question from each Sub-section.

**SECTION-A****Attempt the following questions :**

- Q1. What are the points of distinction between Instruction and Information?
- Q2. What is Firmware?
- Q3. Convert the Octal number  $(434)_8$  into Hexadecimal number.
- Q4. Why cache memory is important?
- Q5. Distinguish between RAM and ROM.
- Q6. What is an interpreter?
- Q7. What is the use of Header in MS-Word?
- Q8. Write any two animations applied to MS-Powerpoint.
- Q9. What is the role of macros in MS-Excel?
- Q10. Distinguish between workbook and worksheet.

## SECTION-B

### UNIT-I

- Q11. What are the differences between an input and output device? Can a device be used as both an input and output device? If no, explain why? If yes, give an example of such a device?
- Q12. What is a Computer? Explain its various advantages and limitations.

### UNIT-II

- Q13. Discuss in detail the various types of storage media available for data storage.
- Q14. Explain the various generations of languages in computers.

### UNIT-III

- Q15. What are the characteristics of a good power point presentation? How to execute slides during the presentation?
- Q16. Discuss in detail the historical timeline of MS-Word. Also discuss the importance of indents and outdents in formatting a document.

### UNIT-IV

- Q17. Discuss in detail the various toolbars available in MS-Excel.
- Q18. Write down the steps for creating various charts 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.**