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Total No. of Pages : 02

Total No. of Questions : 18

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

SECTION-A**Write short notes on the following :**

- Q1. What is Hexa-Decimal Number System?
- Q2. What is Firmware?
- Q3. What are low level languages?
- Q4. What is a Directory in Windows?
- Q5. What are Indents in MS-Word?
- Q6. What are different alignment commands in MS-Word?
- Q7. What is Slide Sorter View in MS- Power Point?
- Q8. What is a Spreadsheet?
- Q9. What are Cell Macros in MS-Excel?
- Q10. How to insert header in MS-Word?



SECTION-B**UNIT-I**

- Q11. *"Computers are integral part of management"*. Comment on this statement by citing relevant examples.
- Q12. Discuss the procedure of converting
- a) Decimal to Hexadecimal
 - b) Binary to Octal system

UNIT-II

- Q13. What are the advantages of application and system software? Explain by citing examples.
- Q14. Write notes on :
- a) File Manipulation features in Windows
 - b) Features of Windows Operating System

UNIT-III

- Q15. Write note on :
- a) Printing commands in MS-Word
 - b) Mail Merge feature in MS-Word
- Q16. Discuss the process of creating and saving presentations in MS- Power Point. Explain by citing examples

UNIT-IV

- Q17. Write notes on :
- a) Chart formatting commands in MS-Excel.
 - b) Protecting cell macros and printing operation in MS-Excel.
- Q18. Write notes on :
- a) Components of Excel History.
 - b) Important Financial and Statistical 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.