

Roll No.

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
- Decimal to Hexadecimal
  - Binary to Octal system

**UNIT-II**

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

**UNIT-III**

- Q15. Write note on :
- Printing commands in MS-Word
  - 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 :
- Chart formatting commands in MS-Excel.
  - Protecting cell macros and printing operation in MS-Excel.
- Q18. Write notes on :
- Components of Excel History.
  - 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.**