Roll No. ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚   Total No. of Pages : 02

Total No. of Questions : 18

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

Write briefly :

1. What is Binary Number System?

2. What is Firmware?

3. What is Slide Sorter View?

4. What are Special Symbols in MS-Word?

5. What is cell editing in MS-Word?

6. What are indents?

7. How to create list in MS-Word?

8. What is Auto Correct Wizard in MS- PowerPoint?

9. What are Spreadsheets?

10. What is complier?

SECTION-B

UNIT-I

11. Discuss in detail the different number systems? Explain the applications of each system.

12. Discuss the applications of computer in different fields of management. Explain by citing examples.

UNIT-II

13. What are the advantages and limitations of low and high level languages? Explain by citing examples.

14. Discuss the various important features of Windows Operating System. Explain by citing examples.

UNIT-III

15. Write notes on :

    a) How to create, save, important and export documents in MS- Word?

    b) What are different formatting commands in MS-Word?

16. As a student of Information Technology, discuss some of the important features of MS-Word.

UNIT-IV

17. Write notes on :

    a) Limitations of MS- Excel.

    b) Graph and charts formatting commands in MS-Excel.

18. Discuss some of the important financial and statistical functions in MS-Excel. Explain by citing examples.

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.