

Roll No.

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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. Student has to attempt any ONE question from each Sub-section.

SECTION-A

Write briefly :

1. What is the role of hardware in Computers?
2. Discuss Secondary memory.
3. What is need of page formatting?
4. What are the steps of creating directory?
5. Compare compiler with interpreter.
6. What are binary numbers?
7. What are Styles in MS Word?
8. Give the syntax of creating a file.
9. What is Animation in MS PowerPoint?
10. What is cell in MS Excel?

SECTION-B

UNIT-I

11. Discuss the classification of computers.
12. Explain different Input/output devices used for functioning of computer.

UNIT-II

13. What are the salient features of window operating system?
14. Discuss various storage media available in Computer.

UNIT-III

15. Write the use of Mail merge in MS word showing with example.
16. Write the common features of Formatting of MS PowerPoint slide.

UNIT-IV

17. Explain the procedure of formatting numbers and text in MS Excel.
18. How will you calculate the various 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.