

**Roll No.**

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**Total No. of Pages : 02**

**Total No. of Questions : 09**

**BBA (SIM) (Sem.-3)**

## IT TOOLS FOR BUSINESS

**Subject Code : BBASM-SEC 301 -18**

**M.Code : 76826**

**Date of Examination : 21-12-22**

**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

1. **Write briefly :**
  - a) Data and information
  - b) Firmware
  - c) Classify computers
  - d) Differentiate between application and system software
  - e) Auto Content Wizard
  - f) Write the steps to insert footer in a page
  - g) Explain absolute, mixed and relative cell referencing
  - h) Difference between Formula and Function in Excel
  - i) What do you mean by accessories in windows?
  - j) Macros.

## SECTION-B

### UNIT-I

2. Draw and discuss various components of block diagram of a computer.
3. Do the following conversions:
  - a)  $(789A0)_{16} = (??)_8$
  - b)  $(110001.011)_2 = (??)_{10}$
  - c)  $(238)_{10} = (??)_2$
  - d)  $(1110110001.11)_2 = (??)_8$

### UNIT-II

4. Why there is need of software? Explain different types of software.
5.
  - a) What is the role of “*Control Panel*” in Windows?
  - b) Discuss various directory manipulation features in context with windows operating system.

### UNIT-III

6. What is the purpose of Presentation Software in edutainment? Explain the features provided by Power Point software of embedding video and animations.
7. Discuss the use of Mail merge in MS word showing with example.

### UNIT-IV

8. What are advantages of using formulas in MS Excel? Illustrate it.
9. Explain the use of statistical functions of MS-Excel using a suitable example.

**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.**