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.   Define information.

2.   What are Binary Numbers?

3.   What is need of primary memory?

4.   Give syntax of creating directory.

5.   Compare compiler with interpreter.

6.   What are paragraphs and sections?

7.   What are special symbols?

8.   What is Alignment in MS Word?

9.   Why spreadsheets are used?

10.   What is the use of menu bar in MS Power Point?

SECTION-B

UNIT-I

11. Discuss various fields of applications of computers.

12. Explain hardware and software used in computer.

UNIT-II

13. Give the introduction of windows operating system.

14. Write different tools available in Paint Brush.

UNIT-III

15. Describe the various options available for formatting pages in MS Word.

16. Discuss the steps of designing presentation in PowerPoint slide.

UNIT-IV

17. Write the use of charts in MS Excel worksheet.

18. What are advantages of using formulas 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.