

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

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

1. Write briefly :

- A. What is the role of Software in Computers?
- B. What are Binary Numbers?
- C. Discuss Primary memory.
- D. Name any two high level languages.
- E. Compare compiler with interpreter.
- F. Write the syntax of adding the Header and Footer.
- G. What are Fonts?
- H. What is Alignment in MS Word?
- I. Write the syntax of copy command.
- J. What is the use of spreadsheet?

SECTION-B

UNIT-I

2. Draw and explain the block diagram of computer system.
3. Explain different Input- Output devices used in computer.

UNIT-II

4. Give the introduction of windows operating system.
5. Write different tools available in Paint Brush.

UNIT-III

6. Describe the various options available for formatting pages in MS Word.
7. What are design templates? How presentation is designed in PowerPoint slide?

UNIT-IV

8. Write the steps of using Menu Bar and Toolbar in MS Excel worksheet.
9. How will you calculate the various financial 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.