

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) Differentiate between data and information.
- 2) List various characteristics of computer system.
- 3) In which conditions octal number system is useful?
- 4) Give two examples of application software.
- 5) What is the role of compiler?
- 6) Define high level languages.
- 7) What is spell checking in MS-Excel?
- 8) How design template is useful in MS-PowerPoint?
- 9) Define indent in MS-Word.
- 10) List any two functions of operating system.

SECTION-B

UNIT-I

- 11) Draw a well labelled diagram of computer system. Explain its various components.
- 12) Describe the various number systems. Take suitable examples.

UNIT-II

- 13) Differentiate between primary and secondary memory.
- 14) Discuss the various file manipulation operations in Windows operating system.

UNIT-III

- 15) Explain the various formatting commands in MS-Word.
- 16) Elaborate the steps to insert pictures and graphics in MS-PowerPoint.

UNIT-IV

- 17) Discuss the Graph and Chart formatting commands in MS-Excel.
- 18) Explain the financial and statistical functions 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.