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Total No. of Pages: 02

Total No. of Questions: 09

BBA (Sem. – 3)
IT TOOLS FOR BUSINESS
Subject Code: BBASEC301-18
M Code: 76659
Date of Examination : 21-12-2022

Time: 3 Hrs.

Max. Marks: 60

INSTRUCTIONS TO CANDIDATES:

1. **SECTION-A is COMPULSORY** consisting of **TEN** questions carrying **TWO** marks each.
2. **SECTIONS-B** consists of **FOUR** Sub-sections : **UNITS-I, II, III & IV**. Each Sub-section contains **TWO** questions each, carrying **TEN** marks each.
3. **Students have to attempt any ONE question from each Sub-section.**

SECTION-A

1. Attempt the following questions:
 - a) What are the points of distinction between Hardware and Software?
 - b) What are the features of Inkjet printers?
 - c) Convert the Hexadecimal number $(11C)_{16}$ into an Octal number.
 - d) What are the features of a Magnetic Disk?
 - e) What are the features of a windows operating system?
 - f) What is a compiler?
 - g) What is justification alignment?
 - h) What is the role of line spacing in formatting a document?
 - i) What is an electronic spreadsheet?
 - j) Write any two financial functions as per the MS-Excel format.

SECTION-B

UNIT-I

2. Draw a block diagram of a computer system and explain the functions of the various units.
3. Discuss in detail the application of computers in the Indian digital economy.

UNIT-II

4. What are the points of distinction between low level languages and high level languages? Give examples of each type of language.
5. What are the points of distinction between Application software and System software?

UNIT-III

6. What are the various features of MS-Word for formatting documents in an organization?
7. Discuss in detail the historical timeline of MS-Power point. Also, discuss the importance of slide show and slide sorter in a presentation.

UNIT-IV

8. Comment upon the timely evolution of MS-Excel. Also, discuss the importance of macros in MSExcel.
9. Write down the steps for filtering the data in MS-Excel sheet.

NOTE : Disclosure of Identity by writing Mobile No. or Marking of passing request on any paper of Answer Sheet will lead to UMC against the Student.