

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 09

BBA (Sem.-3)
IT TOOLS FOR BUSINESS
Subject Code : BBA-SEC-301-18
M.Code : 76659
Date of Examination : 18-12-2023

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) Why is information necessary for managers?
- b) What is a hexadecimal number system?
- c) What is firmware?
- d) What is a Directory Windows operating system?
- e) What is a high-level language?
- f) What are Outdents in MS Word?
- g) What is a Slide Sorter View in MS-Powerpoint?
- h) What are special symbols in MS Word?
- i) What is the function of cell editing in MS Excel?
- j) What are the different components of MS-Excel history?

SECTION-B

UNIT-I

2. Discuss the applications of computers in different management fields in the present era. Explain by citing examples.
3. **Write notes on :**
 - a) Difference between Mainframe and Supercomputers.
 - b) Difference between decimal and octal number systems.

UNIT-II

4. What are the limitations of low-level languages? Also, explain how high-level languages can overcome these limitations.
5. **Write notes on :**
 - a) Applications of secondary memory.
 - b) Benefits of using Windows as an operating system.

UNIT-III

6. **Write notes on :**
 - a) Different formatting commands in MS Word
 - b) Application of Paragraphs and Sections in MS-Word
7. **Write notes on :**
 - a) Process of creating and saving presentations on MS-Powerpoint.
 - b) Why do managers need the application of MS-PowerPoint for business presentations?

UNIT-IV

8. Give reasons for justifying that MS-Excel is one the best possible tools to analyze data. Explain by citing examples.
9. **Write notes on :**
 - a) Application of graphs and charts in MS-Excel.
 - b) Important Statistical functions in MS-Excel and its applications.

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.