

Roll No.

--	--	--	--	--	--	--	--	--	--	--	--

Total No. of Pages : 02

Total No. of Questions : 09

BBA (Sem.-3)
IT TOOLS FOR BUSINESS
Subject Code : BBA-SEC301-18
M.Code : 76659
Date of Examination: 26-11-2024

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. Answer briefly:

- a) What are the limitations of Data?
- b) What are mainframe computers?
- c) What is an Octal Number System?
- d) What is primary memory?
- e) What is Sub-Directory in Windows Operating System?
- f) What are the different alignments in MS Word?
- g) What are Indents in MS-Word?
- h) What is a Design Template in MS-PowerPoint?
- i) What is Auto-Content Wizard in MS-PowerPoint?
- j) What is a cell macro in MS Excel?

SECTION-B

UNIT-I

2. How do computers help managers to get timely information? Discuss by citing examples.
3. **Write notes on :**
 - a) Difference between micro and mini computers
 - b) Functions of different number systems.

UNIT-II

4. Discuss different generations of computers. Explain by discussing the advantages and limitations of each generation of computers.
5. **Write notes on :**
 - a) Applications of compiler and interpreter
 - b) Applications of high-level languages.

UNIT-III

6. **Write notes on :**
 - a) Applications of a page break in MS-Word
 - b) Applications of special symbols in MS-Word
 - c) Applications of mail merge in MS-Word
7. **Write notes on :**
 - a) What are the applications of the Design template in MS-PowerPoint
 - b) What are the applications of MS-PowerPoint for managers?

UNIT-IV

8. As a business management student, list different business scenarios where you think that MS Excel can be used to analyze the data. Explain by citing detailed examples.
9. **Write notes on :**
 - a) Important financial functions in MS-Excel and its applications .
 - b) Difference between absolute and relative cell referencing

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.