

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 : BBASEC301-18

M.Code : 76659

Date of Examination : 18-06-2025

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 main characteristics of computers?
 - b) Explain the term 'input-output devices' with examples.
 - c) How do you align text in a document?
 - d) What is the function of spell check in MS Word?
 - e) What is storage media? Provide examples.
 - f) Differentiate between renaming and copying a file.
 - g) List the components of the Excel window.
 - h) What is cell referencing in Excel?
 - i) Explain the use of Auto Content Wizard.
 - j) What is a slide in MS PowerPoint?

SECTION - B

UNIT-I

2. Describe the different classifications of computers based on size, functionality and purpose. Provide relevant examples.
3. Compare and contrast hardware and software. How do they interact within a computer system?

UNIT-II

4. Explain the different types of software with examples. How do application software and system software differ in their functionalities?
5. Compare and contrast primary memory and secondary memory in terms of speed, cost, and storage capacity.

UNIT-III

6. Discuss the importance of slide transitions and animations in, PowerPoint. How can they be effectively applied to maintain audience engagement?
7. Describe the steps involved in creating, saving, and opening a document in MS Word. Include different file formats that can be used.

UNIT-IV

8. Explain the process of formatting numbers and text in Excel. How do formatting options enhance data presentation?
9. Describe the use of formulas and functions in Excel. How do financial and statistical functions assist in data analysis?

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.