

Roll No.

[illegible]

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 : 01-12-2025

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. Write briefly:

- a) Define data and information in the context of computing.
- b) Draw and label the block diagram of a computer.
- c) Convert the decimal number 25 to binary.
- d) What is the purpose of formatting pages in MS Word?
- e) Define 'Styles' in MS Word.
- f) Differentiate between application software and system software.
- g) How do you create and delete a file in Windows?
- h) What is the use of the formula bar in Excel?
- i) What is a spreadsheet in MS Excel?
- j) How do you insert images in PowerPoint slides?

SECTION - B

UNIT-I

2. Describe the various input-output devices used in computers, providing examples for each category.
3. Explain the different number systems (Decimal, Binary, Octal and Hexadecimal) and their inter conversion methods with examples.

UNIT-II

4. Explain primary and secondary memory in computers. Compare their characteristics and give examples of each.
5. Discuss the importance and functionalities of accessories like Calculator, Paint Brush and CD Player in Windows.

UNIT-III

6. Describe the process of inserting and formatting images and graphics in PowerPoint slides. How do they improve communication?
7. Describe the steps to insert tables and images in MS Word. How can they be formatted to enhance document presentation?

UNIT-IV

8. Describe the components of the Excel window. Explain the purpose of each component with examples.
9. Discuss the different types of charts available in Excel. Explain how to create and customize charts for 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.