Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐☐   Total No. of Pages : 02

Total No. of Questions : 18

BBA (2018 Batch)   (Sem.–3)
IT TOOLS FOR BUSINESS
Subject Code : BBASEC301-18
M.Code : 76659

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. **Students have to attempt any ONE question from each Sub-section.**

SECTION-A

Attempt the following questions :

Q1.   What are the points of distinction between Instruction and Information?

Q2.   What is Firmware?

Q3.   Convert the Octal number $(434)_8$ into Hexadecimal number.

Q4.   Why cache memory is important?

Q5.   Distinguish between RAM and ROM.

Q6.   What is an interpreter?

Q7.   What is the use of Header in MS-Word?

Q8.   Write any two animations applied to MS-Powerpoint.

Q9.   What is the role of macros in MS-Excel?

Q10.   Distinguish between workbook and worksheet.

SECTION-B

UNIT-I

Q11. What are the differences between an input and output device? Can a device be used as both an input and output device? If no, explain why? If yes, give an example of such a device?

Q12. What is a Computer? Explain its various advantages and limitations.

UNIT-II

Q13. Discuss in detail the various types of storage media available for data storage.

Q14. Explain the various generations of languages in computers.

UNIT-III

Q15. What are the characteristics of a good power point presentation? How to execute slides during the presentation?

Q16. Discuss in detail the historical timeline of MS-Word. Also discuss the importance of indents and outdents in formatting a document.

UNIT-IV

Q17. Discuss in detail the various toolbars available in MS-Excel.

Q18. Write down the steps for creating various charts in MS-Excel.

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.