

A-1399

Total Pages : 04

Roll No.

BBA-604

Introduction to Information Technology

Bachelor of Business Administration (BBA)

Examination February-2026

Time : 2 Hours]

[Maximum Marks : 70

Note : This paper is of Seventy (70) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein. Candidates should limit their answers to the questions on the given answer sheet. No additional (B) answer sheet will be issued.

SECTION-A

Long-answer Type Questions

Note : Section 'A' contains Five (05) long-answer type questions of Nineteen (19) marks each. Learners are required to answer any two (02) questions only.

(2 × 19 = 38)

P.T.O.

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(1)

1. Answer the following questions:
 - (a) Explain different types of network media (guided and unguided). Compare twisted pair, coaxial cable, fiber optics, and wireless media with examples.
 - (b) Discuss the role and importance of network software. Explain network operating systems and communication protocols.
2. Describe the steps involved in editing and formatting a document in a word processor. Explain font styles, alignment, indentation, line spacing, and paragraph settings.
3. Discuss the process of creating and formatting graphs/charts in spreadsheets. Explain the applications of charts in business analysis.
4. Explain major features and uses of the Internet in fields such as education, healthcare, entertainment, and e-governance.
5. Discuss the concept of Multimedia. Explain its components, applications, advantages, and challenges in digital communication.

SECTION-B
Short-answer Type Questions

Note : Section 'B' contains eight (08) Short-answer type questions of Eight (08) marks each. Learners are required to answer any Four (04) questions only.

(4 × 8 = 32)

1. Explain any four network topologies and compare their advantages and disadvantages.
2. Describe the functions of switch, router, gateway, and NIC in a computer network.
3. Discuss the major features of web browsers. How are search engines helpful in finding online information?
4. Explain the steps for inserting images, tables, and headers/footers in a word document.
5. Describe the purpose of cell formatting in Excel. Explain different formatting options.

P.T.O.

6. What are Macros in spreadsheets? Explain how to record and run a macro.
7. Explain the benefits and uses of electronic spreadsheets in business decision-making.
8. Discuss the applications of the Internet in e-commerce and e-learning.?

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