

**A-0785**

Total Pages : 4

Roll No. ....

**BBA-604**

**Bachelor of Business Administration (BBA)**

**(Introduction to Information Technology)**

Examination, June 2025

Time : 2:00 Hrs.

Max. 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)**     2×19=38

**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.

1. Answer the following questions :
  - (a) Compare and contrast the different categories of networks (LAN, WAN, and MAN) with examples and use cases.
  - (b) Discuss various network topologies, including their advantages and disadvantages.
2. Answer the following questions :
  - (a) Describe the mail merge functionality in word processors. Explain its steps and its applications in real-world scenarios.
  - (b) Describe in detail the process of creating a professional document, including formatting techniques, headers/footers, and page layout settings.
3. Answer the following questions :
  - (a) Compare and contrast the functionalities of two popular spreadsheet applications (e.g., Microsoft Excel and Google Sheets).
  - (b) Define macros in spreadsheets. Discuss their creation, applications, and potential risks associated with using macros.

4. Answer the following questions :
- (a) Explain the working of the internet, focusing on how data is transmitted and received using TCP/IP protocols.
  - (b) Discuss the major application areas of the internet, such as e-commerce, e-learning, telemedicine, and social networking.
5. Explain the challenges and security risks associated with internet usage. Include preventive measures to ensure safe browsing.

### **Section–B**

**(Short Answer Type Questions)**      4×8=32

**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.

- 1. Discuss the role and types of network media, including coaxial cables, fiber optics, and wireless media.
- 2. Describe the functions of network hardware devices such as hubs, switches, routers, and modems.

3. Explain the role of search engines and web browsers in accessing internet resources.
4. Explain the process of using templates in a word processor. Discuss their importance in creating consistent documents.
5. Discuss the role of spell-check and grammar-check tools in a word processor. Provide examples of their limitations.
6. Explain how collaboration features in word processors are used to enhance teamwork and productivity.
7. Discuss the importance of cell formatting and explain the various formatting options available in spreadsheets.
8. Explain the concept of conditional formatting and its applications in data visualization.

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