(iii)   Reheasse timing

(iv)   Indentation in MS-Word Document.

7.   Explain the following terms :-

(i)   Search Engine

(ii)   Toolbar and Taskbar in MS Word.

(iii)   Transition on Powerpoint slide.

(iv)   HLOOKUP in MS-Excel Sheets.

8.   How many types of software? Discuss in detail.

Total No. of Pages : 04   Roll No.........................

BBA-604

Introduction to Information Technology

सूचना प्रौद्योगिकी : एकपरिचय

Bachelor of Business Administration

(BBA-10/12/16)

6ᵀᴴ Semester, Examination-2019

Time : 3 Hours   **Max. Marks : 80**

Note : This paper is of Eighty (80) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein.

Section–A

(Long Answer Type Questions)

Note : Section 'A' contains Five (05) long-answer-type questions of Fifteen (15) marks each. Learners are required to answer any three (03) questions only.   **(3×15=45)**

1.   What is the use of MS-Excel in Business? Write any five functions of MS-Excel with suitable example.

2. What are the advantages and disadvantages of Internet? What are the major application areas of Internet? Explain LAN, WAN and MAN.

3. Explain all the types os Network topologies.

4. Explain following terms :

(i) Switch (ii) Hub

(iii) Router (iv) Gopher

5. Write down the keyboards shortcuts for the following :-

(i) Cut, copy and paste

(ii) Right and Left Aligned

(iii) Undo, Redo and Centre Alignment

(iv) Superscript and sub script

(v) Making Font Italic and Bold

(vi) Save and Save As

Section–B

(Short-Answer-Type Questions)

Note : Section 'B' contains Eight (08) short-answer-type questions of Seven (07) marks each. Learners are required to answer any Five (05) questions only. **(5×7=35)**

1. What do you mean by word processor? What are the features of word processor?

2. What are the application areas of multimedia.

3. What are the different types of charts available in MS-Excel? Expain the uses of chart.

4. Explain the impact of information technology on society.

5. What is www? Explain various services of Internet.

6. Write the short notes on the following :-

(i) What if anlysis

(ii) Pirot table