

Roll No.

57524

**BBA 3rd Semester (N. S.) 2014-17
Examination – November, 2019**

INTRODUCTION TO INFORMATION TECHNOLOGY

Paper : BBAN - 304

Time : Three hours]

[Maximum Marks : 50

Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard, will be entertained after examination.

Note : Attempt five questions in all, selecting at least one question from each Unit. Question No. 1 is compulsory.

- 1. Explain the following** **10**
- (a) Menus
 - (b) Creating Graph
 - (c) word Art
 - (d) vouchers

UNIT – I

2. Give the complete description about MS-word. 10
3. Explain the following using MS-word : 10
- (i) Mail Merge
 - (ii) File Management and printing

UNIT – II

4. Explain the following using spreadsheet 10
- (i) Moving and copying data
 - (ii) Formatting
5. Describe the following using spreadsheet 10
- (i) Types of Graph
 - (ii) Macros

UNIT – III

6. Describe in detail about MS-Power Point. 10
7. Explain the following : 10
- (i) Inserting sound
 - (ii) Layering and objects

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UNIT – IV

8. Define voucher. Explain different types of vouchers. 10
9. What is Tally and Where it can be used ? Also explain types of Tally. 10

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