

Roll No. :

Total No. of Questions : 9] [Total No. of Pages : 3

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**B.B.A. 3rd Semester
Examination, March-2021
(New Scheme 2014-17)**

**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 by selecting one question from each Unit. Question No. 1 is compulsory. All questions shall carry equal marks.

- 1/ (a) What is Macros ?
- (b) What are the features of Tally audit ?

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(1)

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- (c) What is the use of PowerPoint ?
- (d) What is cell and cell address ?
- (e) How would you change size and font of the text ?

Unit-I

- 2. What do you understand by Mail Merge ? Describe the complete process of Mail Merge with example.
- 3. Explain the following in MS-Word :
 - (i) drop cap
 - (ii) auto text
 - (iii) auto correct
 - (iv) alignment

Unit-II

- 4. What is meant by Chart ? What are the utilities of chart ? Explain how charts can be drawn in MS-Excel.

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5. Explain :

- (i) Conditional formatting
- (ii) Moving and copying data

Unit-III

6. Describe the procedure of adding animation, pictures and sound to the slide.

- 7. (a) What are the different types of slide layout available in MS-PowerPoint ? Explain.
- (b) What do you understand by slide transition ? Explain.

Unit-IV

8. Discuss major features of Tally Accounting Package.

9. Define Voucher. Explain different types of voucher.