

Roll No.

57524

**BBA 3rd Semester (New Scheme)
Examination – December, 2022**

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 : Section – A (Question No. 1) is *compulsory*. Attempt *four* questions from Section – B selecting *one* question from each Unit. All questions carry equal marks.

SECTION – A

1. Discuss briefly :

(a) Formulas in Excel

(b) Spreadsheet

(c) File Management

(d) Grammar Tools

(e) Inserting Sound

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SECTION – B

UNIT – I

2. What are the steps to create a Microsoft word document with the following contents of format ?

(a) Change the font size of any word in a document.

(b) Table creation and adding/deleting rows.

(c) Change the orientation of the page.

(d) Change the document margins.

3. Describe the use of mail-merge and write down the procedural steps to perform mail-merge.

UNIT – II

4. Analyse the use of macros in MS-Excel. Write down the procedural steps to perform the macros.

5. What are the different types of graphs and creating graphs in Microsoft Excel ?

UNIT – III

6. Short note on :

(a) Motion path in MS-PowerPoint.

(b) How to insert an online video into presentation-?

(c) How to protect a presentation by setting password ?

7. Discuss the following :

- (a) Layering and Objects
- (b) Animation and Sounds

UNIT – IV

8. Define voucher. Explain different types of voucher.

9. Discuss :

- (a) Tally audit
 - (b) Voucher printing
 - (c) Display ledger audit list
 - (d) Cancellation of vouchers
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