

Roll No. ....

**57524**

**BBA 3rd Semester (New Scheme)  
Examination – December, 2024**

**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 :* Question paper divided into *two* Sections A and B. Section A is *compulsory*. Compose *five* question each question carry *two* Marks. Section B consists of *eight* questions. The students shall be required to attempt *four* questions from Section B selecting *one* question from each Unit. All questions carry *ten* marks.

**SECTION – A**

1. Write short note on the following :

- (a) What is the purpose of using auto correct text in MS Word ?

- (b) Explain the use of page formatting in document creation.
- (c) What are the different types of cell formatting available in spreadsheets ?
- (d) How can you create a pie chart in an electronic spreadsheet ?
- (e) Describe the process of inserting pictures in a PowerPoint presentation.

**SECTION – B**

**UNIT – I**

2. Explain the use of spelling and grammar tools in MS Word.
3. Describe how to use table creation and editing features in MS Word.

**UNIT – II**

4. How do you use the auto sum function in spreadsheets ?

5. Discuss the importance of data validation in electronic spreadsheets.

### **UNIT – III**

6. Describe the steps to add animation effects to a PowerPoint presentation.
7. Explain how to create and use slides with charts in PowerPoint.

### **UNIT – IV**

8. What are the key features of Tally for managing business accounts ?
9. Explain the significance of Tally in financial management and accounting.
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