

Roll No.

57036

B.B.A. 4th Semester

(N.S.) 2011-14

Examination-May, 2013

Introduction to Information Technology

Paper-Bba-406

Time : 3 hours

Max. 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 the examination.

Note : Section-A is compulsory. Attempt one question from each unit in section-B. All questions carry equal marks.

Section-A

1. (a) What is a macro ?
- (b) What is a Pic chart ?
- (c) Define the method of CUT-COPY-PASTE in MS word.

- (d) Describe the various options available in the main menu bar of MS. Word.
- (e) How can you highlight text without using the mouse ?

Section-B

Unit-I

2. (a) Differentiate between data and information.
- (b) Classify various information systems and specify their characteristics.
3. (a) What do you mean by office automation? <http://www.HaryanaPapers.com>
- (b) How integration of information systems help office automation ?

Unit-II

4. (a) Discuss the functions available in the menus of "Edit" and "File" in a word processor package.
- (b) Specify the correct answer :
The word wrap features
(i) automatically move text to the next line when necessary

- (ii) appears at the bottom of the document
- (iii) allows you to type over text
- (iv) is the short horizontal line indicating the end of document

(c) Specify the correct answer :

Which page orientation you will select if you wish to print in wide format ?

- (a) Landscape
- (b) Portrait
- (c) Horizontal
- (d) Vertical

5. Write notes on :

- (a) Mail merge
- (b) Text formatting tools

Unit-III

6. (a) What is a spreadsheet ? How various mathematical calculations are made in columns and rows ? How it is useful to business managers?
- (b) (i) How would you draw a graph in a spreadsheet package ?

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[Turn Over

- (ii) How would you write text in a spreadsheet ?
- (iii) How would you merge two spreadsheets ?
- (iv) How would you insert columns/rows in a spreadsheet ?

7. Write distinguishing features of histogram and bar chart, pie diagram and sliced pie diagram.

Unit-IV

8. Write short notes on the following :

- (a) Characteristics of a multimedia
- (b) Internet and e-business

9. Specify the components of a multimedia system. How it is useful to business managers ?

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