57524

**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 ?

(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.

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.