57524

BBA 3rd Sem. (N. S.) 2014-17
Examination – November , 2018

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 No. **1** is *compulsory.* Attempt *four* questions selecting *one* question from Unit **I** to Unit **IV.**

1. (a) What is sound ?

 (b) What is information ?

 (c) What are cells ?

 (d) What is word art ?

 (e) Slide.

UNIT – I

2. Discuss what is Mail Merge ? Also discuss the various procedures for mail merge in Microsoft word.

3. Discuss the following briefly :

(a) Page Formatting

(b) Grammar Tools

UNIT – II

4. Discuss the following briefly :

(a) Moving and copying data

(b) Formatting Cells

5. Write a detailed types of graphs and creating graphs in Microsoft excel.

UNIT – III

6. Discuss the following briefly :

(a) Manipulating and enhancing slides

(b) Layering and objects

7. Write a detailed note on uses of MS-PowerPoint in business.

UNIT – IV

8. Discuss importance and benefits of Tally in today's business accounting ? Also discuss various benefits and usage of Tally in business accounting.

9. Discuss the history of Tally. Also discuss major features of Tally Accounting Package.

———————