

Roll No. ....

**57524**

**BBA 3rd Semester (N. S.) 2014-17  
Examination – November, 2019**

**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.*

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***Note : Attempt five questions in all, selecting at least one question from each Unit. Question No. 1 is compulsory.***

- 1. Explain the following 10**
- (a) Menus
  - (b) Creating Graph
  - (c) word Art
  - (d) vouchers

**UNIT – I**

2. Give the complete description about MS-word. 10
3. Explain the following using MS-word : 10
- (i) Mail Merge
  - (ii) File Management and printing

**UNIT – II**

4. Explain the following using spreadsheet 10
- (i) Moving and copying data
  - (ii) Formatting
5. Describe the following using spreadsheet 10
- (i) Types of Graph
  - (ii) Macros

**UNIT – III**

6. Describe in detail about MS-Power Point. 10
7. Explain the following : 10
- (i) Inserting sound
  - (ii) Layering and objects

**UNIT – IV**

8. Define voucher. Explain different types of vouchers.10
9. What is Tally and Where it can be used ? Also explain types of Tally. 10