

No. of Printed Pages : 03

Roll No.

D-155

B.B.A. EXAMINATION, May 2018

(Fourth Semester)

(Main & Re-appear)

BBA210

INTRODUCTION TO INFORMATION
TECHNOLOGY

Time : 3 Hours]

[Maximum Marks : 50

Before answering the question-paper candidates should ensure that they have been supplied to correct and complete question-paper. No complaint, in this regard, will be entertained after the examination.

Note : Attempt *Five* questions in all, selecting at least *one* question from each Unit. All questions carry equal marks.

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P.T.O.

Unit I

1. Compare and contrast data and information with example. **10**
2. Write short notes on the following :
 - (a) Office Automation **5**
 - (b) Information system in business. **5**

Unit II

3. Describe the advantages of word processor. **10**
4. Define Mail Merge. Difference between editing and formating the text. **10**

Unit III

5. How to create worksheet ? Explain function of worksheet. **10**
6. Write short notes on the following :
 - (a) Formatting Cells **5**
 - (b) Creating Graphs. **5**

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Unit IV

7. Explain internet with its background and history. **10**
8. What do you mean by multimedia ? Elaborate multimedia applications with example. **10**

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