

No. of Printed Pages : 03

Roll No.

D155

B.B.A. EXAMINATION, May 2019

(Fourth Semester)

(Main & Re-appear)

(BBA)

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.

(2-11/7) M-D155

P.T.O.

Unit I

1. Differentiate between data and information with example. **10**
2. Describe the role of information system in business. **10**

Unit II

3. Explain advantages of word processor. **10**
4. Define mail merge. How to perform formatting text in word processor ? **10**

Unit III

5. How to create worksheet ? Explain various functions of worksheet. **10**
6. Write short notes on the following :
 - (a) Macros **5**
 - (b) Types of graphs. **5**

Unit IV

7. How to access the internet ? What are major application areas of internet ? **10**
8. What do you mean by Multimedia ? Elaborate multimedia applications with example. **10**