December 2023
BBA (GEN) - III SEMESTER (Reappear)
Introduction to Information Technology (BBA-GEN-304)

Time: 3 Hours   Max. Marks:75

Instructions:
1. *It is compulsory to answer all the questions (1.5 marks each) of Part -A in short.*
2. *Answer any four questions from Part -B in detail.*
3. *Different sub-parts of a question are to be attempted adjacent to each other.*

		PART -A	
Q1	(a)	What is the difference between doc & docx file extension?	(1.5)
	(b)	What is the meaning of drop cap in MS word?	(1.5)
	(c)	Write the short cut key for copy command.	(1.5)
	(d)	What is the extension of MS-PowerPoint presentation?	(1.5)
	(e)	What is the purpose of custom filtering in electronics spreadsheet?	(1.5)
	(f)	Write two types of pie chart.	(1.5)
	(g)	What is the purpose of auto-correct option?.	(1.5)
	(h)	What is the use of Tally?	(1.5)
	(i)	Write the keyboard command for running slide show in MS power point.	(1.5)
	(j)	What are Tally vouchers?	(1.5)
		PART -B	
Q2	(a)	How can we insert header and footer in MS word?	(10)
	(b)	What are the options are available in print menu?	(5)
Q3	(a)	Write steps for applying the following in spreadsheets with example: a) Conditional Formatting b) Functions c) Graph	(15)
Q4		Write steps for designing a MS-PowerPoint presentation on any of your choice topic (Not less than 8 slides) on your answer sheet.	(15)
Q5		Discuss the major features of Tally accounting package. Explain the significance of Tally in business accounting.	(15)
Q6	(a)	Write steps for mail merge in MS word.	(10)
	(b)	How to insert pictures in MS-PowerPoint?	(5)
Q7		Write short note on the following: a) Macros b) Animation and sounds in MS-PowerPoint	(15)

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