

Roll No.

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.

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P. T. O.

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.

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