

Roll No.

Total Pages : 2

5

301304

Jan. 2022

BBA (Gen) - IIIrd SEMESTER

Introduction to Information Tech. (BBA-GEN-304)

Time : 90 Minutes]

[Max. Marks : 25

Instructions :

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

PART - A

1. (a) Discuss the concept of mail merge in brief. (1)
- (b) Write short note on macros. (1)
- (c) What is a cell? How the cells can be selected? (1)
- (d) How the auto-fill is used to enter data in worksheet? (1)
- (e) How the row and column is hide and unhide in a worksheet? (1)
- (f) What is the use of parenthesis in writing formula? (1)
- (g) What is slide and slide show? Explain. (1)

- (h) Write steps to insert a photograph in a presentation. (1)
- (i) What is tally? Explain in brief. (1)
- (j) Write note on alteration of group in tally. (1)

PART - B

2. (a) What do you mean by word processing? Give Examples. (3)
- (b) What are the different types of toolbars? (2)
3. (a) Define spreadsheets? What are its features? (2)
- (b) What are the advantages and disadvantages of MS-Excel? (3)
4. Write and explain the syntax of SUM, AVERAGE and PRODUCT in Excel. (5)
5. (a) What is clip art? Write procedure to find clip art online. (3)
- (b) What is sound? How it can be added in a presentation? Explain. (2)
6. (a) Explain the accounting features of tally. (2)
- (b) Write the meaning of Tally vouchers. (3)
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