OLE-57524

BBA 3rd Semester (N.S.) 2014-17 Examination – April, 2021

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 : Attempt *five* questions in all, selecting *one* question from each Units. Question No. **1** is *compulsory*. All questions carry equal marks.

1. Write short notes on the following :

   (i) Cell

   (ii) Slide

   (iii) Word Art

   (iv) .... is the shortcut to reversing journal from Accounting Vouchers in Tally.

   (v) What step are followed to view Purchase Register ?

UNIT – I

2. Discuss the following :

   (a) Macros

   (b) Drop Cap

   (c) Auto Correct

   (d) Page Break

3. You want to invite your 200 regular customers on the foundation day of your shop through personal letter. Which MS Word feature you will use ? Also discuss the steps in detail.

UNIT – II

4. Write short note on :

   (a) Moving and copying Data

   (b) Inserting and Editing charts

5. Discuss the following functions :

   (a) Text to column

   (b) Sort and Filter

   (c) Protecting workbook

UNIT – III

6. Discuss the following briefly :

(a) Creating self-running presentation

(b) Animating text or object

7. You and your friend who is working in Dubai Office want to work on PowerPoint present together. Explain the steps to collaborate together ?

UNIT – IV

8. Despite the availability of numerous accounting software's tally is among the most preferred accounting software. Discuss the importance and characteristics of latest Tally solutions ?

9. Discuss in detail steps involved in creating the company. ledger, groups, vouchers in tally.

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