

57524

BBA 3rd Semester (New Scheme) Examination,

February-2022

**INTRODUCTION TO INFORMATION
TECHNOLOGY**

Paper-BBAN-304

Time allowed : 3 hours]

[Maximum marks : 50

*Note : Attempt five questions in all, selecting one question
from each unit. Question No. 1 is compulsory.*

1. Write short note on the following : 10
- (a) Auto Correct
 - (b) Cell
 - (c) Slide
 - (d) Tally

Unit-I

2. What are the contents of Toolbar in MS-Word ? Also describe the purpose of Toolbar. 10
3. Describe the following : 10
- (a) Page Formatting
 - (b) Table Content

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Unit-II

4. What is Conditional Cell Formatting ? Explain in detail. 10
5. What do you understand by Moving and Copying data in Excel ? Describe it. 10

Unit-III

6. How do you use layers in Power Point ? 10
7. How do you add sound to a PowerPoint Animation ? 10

Unit-IV

8. Describe the rules of Accounting in Tally. 10
9. Explain the advantages and disadvantages of Tally. 10