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Total No. of Pages : 01

Total No. of Questions : 08

BBA (Sem.-3)
IT TOOLS FOR BUSINESS
Subject Code : BBASEC301-18
M.Code : 76659
Date of Examination : 13-07-21

Time : 2 Hrs.

Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :

1. Attempt any FIVE question(s), each question carries 12 marks.

1. What are the various components of computer? Discuss with explaining block diagram of computer.

2. Explain the following
 - a. Differentiate between software, hardware and firmware
 - b. Various application of computer

3. Discuss various output devices in detail.

4. Explain mail merge using suitable example.

5. Explain various types of financial and statistical formulas applied in Excel.

6. Define application software. What are the various types of application softwares in detail?

7. How spell checking is done in MS Word? Explain with an example.

8. Discuss in detail classification of computers.

Note: Any student found attempting answer sheet from any other person(s), using incriminating material or involved in any wrong activity reported by evaluator shall be treated under UMC provisions.

Student found sharing the question paper(s)/answer sheet on digital media or with any other person or any organization/institution shall also be treated under UMC.

Any student found making any change/addition/modification in contents of scanned copy of answer sheet and original answer sheet, shall be covered under UMC provisions.