57524

BBA 3rd Semester (N. S.) 2014-17
Examination – November, 2017

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 : Section A is *compulsory*. Attempt *four* questions selecting at least *one* question from each Unit in Section B. All questions carry equal marks.

SECTION – A

1. (a) How rows and columns can be inserted in a table ?

   (b) What are the steps in adding borders and shading to a table ?

P. T. O.

(c) What are the steps to add Header and Footer toolbar method ?

(d) What is gutter margin?

(e) How can you highlight text without using the mouse ?

SECTION – B

UNIT – I

2. What are the steps to create a Microsoft word document with the following contents of format ?

– Insert a table giving number of theory and practical sessions per block.

– Demonstrate the Auto Text feature of MS-WORD.

3. Mr. Rattan is a trainee editor working with BBB Publishers. He is currently working on a book related to Computer Hardware. Read the following paragraph carefully and help Mr. Rattan in his job by answering the questions that follow :

The term computer hw refers to the physical components of a computer, namely Keyboard,

Monitor, Mouse, and Printer, including the digital circuitry. Computer hw is an integral part embedded in all modern day automobiles, microwave ovens, electrocardiograph machines, compact disc players, and other devices. The hw of a computer is not changed frequently, in contrast with software and data. The present computers are much advanced in terms of processing speed and have an efficient memory structure. The present lesson aims at providing an insight into the various hw concepts of a Computer System.

(i) All the occurrences of the word "hw" need to be substituted by the word "hardware". Name the feature to be used for achieving the same.

(ii) The editor needs to create a list of errors at the end of the paragraph. Name the feature to be used for achieving the same.

(iii) To simplify editing selected words, suggest the mouse shortcut for selecting a complete word.

(iv) The word formatting of the words "computer hw" in the first line needs to be copied on certain other words in the paragraph. Name the feature to be used for achieving the same.

UNIT – II

4. How will you perform following calculation in MS-Excel ?

Places	Target	Production	Achievement	Grade
Dolakha	4800	6000	125%	
Sindhupalchwok	5000	4500	90%	
Kavrepalanchwok	5000	5000	100%	
Average	4933.33	5166.67	104.73%	

(a) Calculate grade.

A+ for more than 100% achievement;

A for 100% achievement, and

B for below 100% achievement.

(b) Create a bar chart to show the target and production of three places under observation.

5. (a) How can you wrap the text within a cell ?

(b) How is it possible to prevent someone from copying the cell from your worksheet?

(c) How you can sum up the Rows and Column number quickly in the excel sheet?

(d) How you can resize the column ?

(e) What is IF function in excel ?

(4)

UNIT – III

6. How would you prepare a salary slip using MS EXCEL for following payment structure.

Basic Pay : 8000/-

Merge : 50 % of Basic (4000/-)

DA : 47% of Basic + Merge (5640/-)

HRA : 30% of Basic + Merge(3600/-)

TA : 800/- Special Allowance: 2000/-
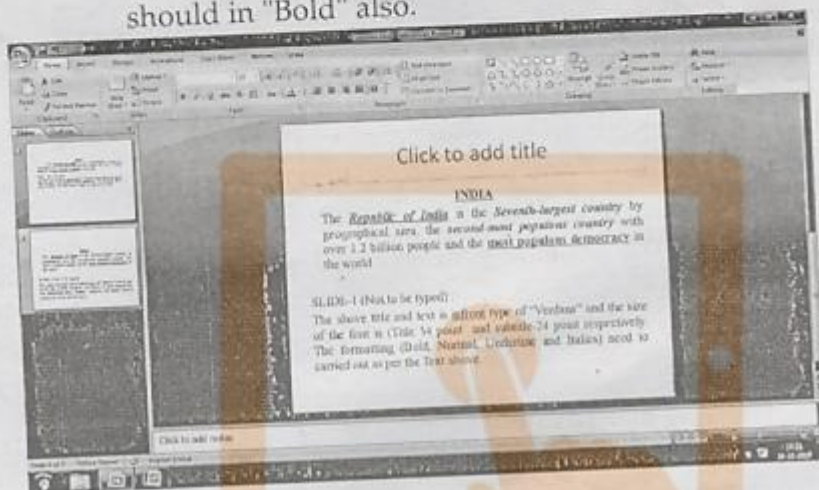
Professional Tax deduction: 250/-

7. How would you create a power point presentation comprising the content as mentioned in the sample slide with formatting (Bold, Underlining, Italics and Alignment) and following guidelines ?

(a) Two power point slides using the default slide type having 2 sections "Add Title" and "Add Subtitle". The text/content should be aligned as per the sample slide. Each of the slides shall comprise of the equal content approximately.
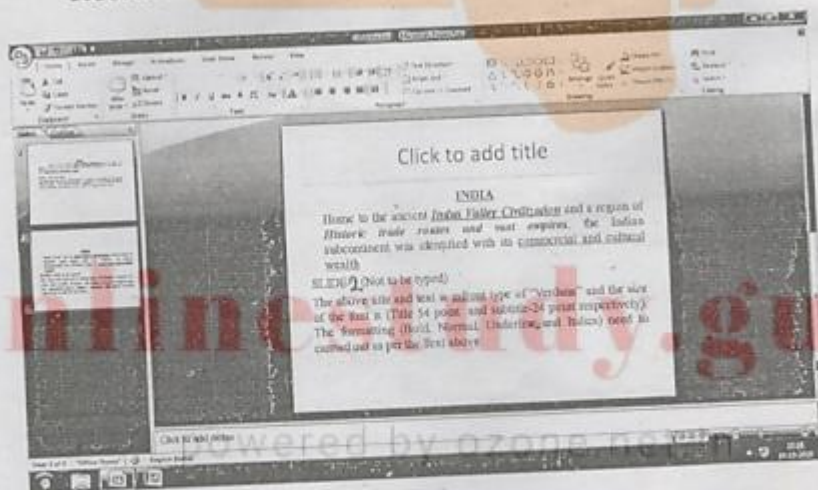
(b) Reproduce the content as mentioned in the sample below by using "Verdana" as the font type for both "Title" as well as "Subtitles" along with the font size of "54 Point" for the Title and the font size of "24 point" for the. "Subtitle (Text)". The title should in "Bold" also.

Recruitment to the post of Stenographer in ESIC

8. (a) What is meant by display ledger audit list ?

(b) How the voucher is created ?

(c) Differentiate deletion and cancellation of vouchers.

(d) What is meant by voucher printing ?

(e) Explain the features of Tally audit.

9. (a) Write the meaning of Tally vouchers.

(b) Explain the predefined vouchers and give it components.

(c) Explain the meaning of Tally audit.

(d) What are the advantages of voucher audit list?

(e) Explain the voucher audit button functions.