

Roll No.

57524

B.B.A. 3rd Sem. (N.S.) 2014-17

Examination- November, 2016

Introduction to Information Technology

Paper-BBAN-304

Time : 3 hours

Max. 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 the 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 can you change the font, points, sizes and spacing? Describe briefly.

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(1)

[Turn Over

- (b) What is the Auto Text feature used for?
- (c) Define page orientations.
- (d) How can you separate the columns? Explain.
- (e) How a document in Office is encrypted ?

Section-B

Unit-I

2. (a) Describe the use of mail-merge feature of a word processor software.
- (b) How would you change the column style of the paragraph to two columns?
 - (c) How can you change the font size of any word in a document?

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(2)

- (d) How a picture stored on desktop can be inserted at a specific place in a document?

3. Describe the following features of Word Processor giving one example each:

- (a) Spell check
- (b) Auto text and find
- (c) Changing Documents margin

(d) Setting Page Margins

- (e) Table creation and adding/deleting rows.

Unit-II

4. (a) How would you draw a graph in a spreadsheet package ?

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(3)

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(b) How would you write text in a spreadsheet ?

(c) How would you merge two spreadsheets?

(d) How would you insert columns/rows in a spreadsheet ?

5. The following are the salaries of five employees:

Pay Roll No.	Name	Salary ₹	Part time ₹	Accounts
1011	Prasanna	10000	900	1800
1012	Anitha	14000	800	1600
1013	Ravi	18000	700	1700
1014	Saritha	15000	600	1600
1015	Malika	17000	500	1800

How will you prepare in EXCEL a conditional Formatting? List of employees

who got

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(4)

- (a) Less than ₹15000 as salary
(b) More than ₹700 as Part time
(c) Between ₹1600 and ₹1800 as Arrears.

Unit-III

6. Show the performance in terms of profit and turnover of soft drinking manufacturing company for following data and plot on XY scatter curve.

1	2	3	4	5	6	7	8	9	
48	67	67	50	46	66	55	45	67	68

7. (a) What PowerPoint feature will you use to apply motion effects to different objects of a slide? Explain the process.

(b) In which menu can you find features like Slide Design, Slide Layout etc. ?

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(5)

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- (c) Which menu provides you options like Animation Scheme, custom Animation and Slide Transition?

Unit-IV

8. (a) Define the term company in the context of Tally.

(b) Explain the various fields of company creation.

(c) What is meant by groups of expenditure and accounts?

(d) Explain the creation of groups.

(e) Explain the process of creation of ledger.

9. (a) What is meant by stock group and stock category classification?

(b) What is meant by Display of Individual Ledger?

(c) Explain the creation & alteration of multiple ledgers.

(d) What are the buttons available in multiple ledger creation?