2031
Bachelor of Business Administration
First Semester
BBAS-103: Fundamentals of Information Technology

Time allowed: 3 Hours

Max. Marks: 80

NOTE: *Attempt* <u>*four*</u> *short answer type questions from Section–A. Attempt* <u>*two*</u> *questions each from Section B and C respectively.*

x-x-x

Section – A

I.   Attempt <u>any four</u> of the following:-

a)   Define Information Technology and its application.

b)   Difference between Bit and Byte.

c)   Define Headers and Footers .How we can change margin in word document?

d)   What is microprocessor?

e)   Define Search Engines and how to perform searches on internet?

f)   State and explain Voice Over Protocol (VOIP).   (4x5)

Section – B

II.   Discuss types of computers in details and also difference between hardware and software.   (15)

III.   Explain various types of input and output devices.   (15)

IV.   Explain in details formatting the paragraphs. Difference between double spacing and single spacing.   (15)

V.   Discuss basics of PowerPoint. How to make PowerPoint presentation?   (15)

Section – C

VI.   Define the term Internet and explain services of Internet. How to evaluate websites?
                                                                      (15)

VII.   What is E-business Infrastructure? Difference between Intranets and Extranets. Also discuss web Services and Service-Oriented Architecture (SOA).   (15)

VIII.   Explain use of Excel spreadsheet, working with worksheet-editing and formatting.
                                                                      (15)

IX.   Discuss the internet standards- Audio and Video Standards. Also discuss future of Internet infrastructure.   (15)

x-x-x