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Roll No. ....

**D-155**

**B.B.A. EXAMINATION, May 2018**

(Fourth Semester)

(Main & Re-appear)

BBA210

INTRODUCTION TO INFORMATION  
TECHNOLOGY

*Time : 3 Hours]*

*[Maximum Marks : 50*

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Before answering the question-paper candidates should ensure that they have been supplied to correct and complete question-paper. No complaint, in this regard, will be entertained after the examination.

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**Note :** Attempt *Five* questions in all, selecting at least *one* question from each Unit. All questions carry equal marks.

### **Unit I**

1. Compare and contrast data and information with example. **10**
2. Write short notes on the following :
  - (a) Office Automation **5**
  - (b) Information system in business. **5**

### **Unit II**

3. Describe the advantages of word processor. **10**
4. Define Mail Merge. Difference between editing and formating the text. **10**

### **Unit III**

5. How to create worksheet ? Explain function of worksheet. **10**
6. Write short notes on the following :
  - (a) Formatting Cells **5**
  - (b) Creating Graphs. **5**

### **Unit IV**

7. Explain internet with its background and history. **10**
8. What do you mean by multimedia ? Elaborate multimedia applications with example. **10**