# D-155

## B. B. A. EXAMINATION, May 2017

(Fouth  Semester)

(Main  &  Re-appear)

(BBA)

BBA-210

INTRODUCTION  TO  INFORMATION
TECHNOLOGY

*Time :* 3 *Hours*]                    [*Maximum Marks :* 50

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.

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

## Unit I

1. What are the essential components of an information system ? Highlight the characteristics of system and cite the importance of feedback in information systems.

2. Discuss various types of information systems.

## Unit II

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

   (a) Mail merge

   (b) Macro

   (c) Auto text and find.

4. Explain the steps involved, for each of the following in MS-Word :

   (a) Changing Documents Margin

   (b) Setting Page Margins

   (c) What is a template ?

   (d) Table creation and adding/deleting rows.

## Unit III

5. How can you use spreadsheet package for data base functions ? Give suitable examples.

6. (a) What is a spead sheet ? How various mathematical calculations are made in columns and rows ? How it is useful to business managers ?

   (b) How would you draw a graph in a spreadsheet package ?
   How would you write text in a spreadsheet ?
   How would you merge two spreadsheets ?
   How would you insert columns/rows in a spreadsheet ?

## Unit IV

7. How the internet works ? Describe the features of internet.

8. Write short notes on the following :

   (a) Characteristics of a multimedia

   (b) Internet and e-Business.