

Faculty of Business Management
BBA I-Year, CBCS-I Semester Backlog Examinations –Sep/Oct, 2020
PAPER: Introduction to Information Technology

Time: 2 Hours

Max Marks: 60

I. Answer any FIVE of the following questions (5x12=60 Marks)

1. What is Personal Computer? Explain the uses of Personal Computers.
2. What is Information storing? Write about the different Information storing Devices.
3. What are the uses of Mail Merge? Explain Mail merge with the help of an Example.
4. Write about the features of MS-Word
5. Explain any five formulae used in MS-Excel with the help of suitable Examples
6. Explain the procedure for creating Charts and Graphs in MS-Excel with the help of Example.
7. What are the uses of MS-PowerPoint?
8. Explain the concept of Graphics and Multimedia in Ms-PowerPoint.
9. How do you create a Data base and table in Ms-Access? Explain it with the help of suitable Example.
10. Write about the uses and applications of Ms-Access.
