

**BBA 1st Semester Exam., 2018**

**INFORMATION TECHNOLOGY IN  
MANAGEMENT—1**

Time : 3 hours

Full Marks : 60

**Instructions :**

- (i) All questions carry equal marks.
- (ii) There are **SEVEN** questions in this paper.
- (iii) Attempt **FIVE** questions in all.
- (iv) Question Nos. 1 and 2 are compulsory.

1. Choose the correct answer of the following (any six) :

- (a) From which menu you can insert header and footer?
  - (i) Insert menu
  - (ii) View menu
  - (iii) Format menu
  - (iv) Tools menu

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( Turn Over )

- (b) To open an existing document, click on \_\_\_\_\_ and then select open.
  - (i) MS-Office button
  - (ii) quick access toolbar
  - (iii) document views
  - (iv) ribbon
- (c) What is the shortcut key you can press to create a copyright symbol?
  - (i) Alt+Ctrl+C
  - (ii) Alt+C
  - (iii) Ctrl+C
  - (iv) Ctrl+Shift+C
- (d) Autocorrect was originally designed to replace \_\_\_\_\_ words as you type.
  - (i) short, repetitive
  - (ii) grammatically incorrect
  - (iii) misspelled
  - (iv) None of the above
- (e) Formatting a cell in currency, you can specify
  - (i) decimal places
  - (ii) currency symbol
  - (iii) All of the above

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- (f) To drag a selected range of data to another worksheet in the same workbook, use the
  - (i) 'Tab' key
  - (ii) 'Alt' key
  - (iii) 'Shift' key
  - (iv) 'Ctrl' key

(g) Which file format can be added to a PowerPoint show?

- (i) .jpg
- (ii) .giv
- (iii) .wav
- (iv) All of the above

(h) In Microsoft PowerPoint, two kinds of sound effect files that can be added to the presentation are

- (i) .wav files and .mid files
- (ii) .wav files and .gif files
- (iii) .wav files and .jpg files
- (iv) .jpg files and .gif files

(i) In computer terminology, OCR stands for

- (i) Optical Character Reader
- (ii) Optical Card Reader
- (iii) Office Cash Receiver
- (iv) Online Computer Retrieval

(j) Type of computer memory in which time is not constant but varies depending on address location is known as

- (i) RAM
- (ii) RWM
- (iii) ROM
- (iv) SAM

2. Short answer-type questions (any three) :

- (a) What is the CPU and what does it do?
- (b) What is bandwidth in Internet?
- (c) What does the PROTOCOL consist of?
- (d) What is Web hosting?
- (e) What is the procedure of inserting symbols in an MS-Word document?

Long answer-type questions :

- 3. Discuss mail merge option in MS-Word. Describe block operation.
- 4. What do 'data protection and privacy issues' mean? What is Numbers and Date formatting? How can you apply that in your MS-Excel worksheet?

5. Discuss the feature of LINUX. Define GNOME and KDE.
6. Discuss the architecture of TCP/IP. Define Internet addressing schemes.
7. Discuss different types of networking. What are the differences between Internet and Intranet?

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