

BBA 1st Semester Exam., 2019

**INFORMATION TECHNOLOGY IN
MANAGEMENT—I**

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 & 2 are compulsory.

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

(a) Computer word size is a multiple of

- (i) 16 bits
- (ii) 4 bits
- (iii) 1024 bits
- (iv) 10 bits

(b) In computer terminology, OCR stands for

- (i) optical character reader
- (ii) optical card reader
- (iii) office cash receiver
- (iv) online computer retrieval

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

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

(d) In computer terminology, IME stands for

- (i) infinite memory engine
- (ii) input method editor
- (iii) inside Microsoft Excel
- (iv) immedia

(e) Computer general purpose software is basically a

- (i) system software
- (ii) database software
- (iii) package software
- (iv) application software

(f) Colors that are contained by color guns of computer screen are

- (i) red, green and blue
- (ii) yellow, red and green
- (iii) orange, red and green
- (iv) black, blue and green

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(g) Group of bits in a memory which is used to represent information or data of some type is known as

- (i) byte
- (ii) memory word ✓
- (iii) SRAM
- (iv) PROM

(h) Computer memory in which user cannot write new information or instruction is

- (i) RWM
- (ii) RAM ✓
- (iii) ROM ✓
- (iv) CMOS

(i) The formatting toolbar has the minimum and maximum size of the font

- (i) 8, 68
- (ii) 8, 70
- (iii) 6, 68 ✓
- (iv) 8, 72

(j) In the _____, the first letter of each word comes in a small case and all other letters come in a big case.

- (i) Uppercase
- (ii) Lowercase ✓
- (iii) Toggle case ✓
- (iv) Title case

2. Answer any three of the following ;

- (a) What is computer networking?
- (b) Distinguish between the following
 - (i) CD-ROM and ROM BIOS
 - (ii) Internet and World Wide Web
 - (iii) Multi-programming and Multi tasking
- (c) Define an operating system and discuss its various functions.
- (d) Write various steps involved to perform mail merge.
- (e) Write the steps for creating a new macro on MS-Excel.

3. Describe the language tools offered in MS Word to aid writing.

4. Define the following functions used in MS-Excel .

- (a) DB()
- (b) COUNTIF()
- (c) INT()
- (d) CLEAN()
- (e) NPV()

(5)

5. Write short notes on any four of the following :

(a) Voice recognition

(b) Touch screen

(c) Data File Interrogation

(d) Clip gallery

(e) Enhanced features of 'PowerPoint'

6. What do you mean by a URL? What are the requirements to build the wide area networks?

7. What do you mean by web hosting for Websites?

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