



BBC-1607

Seat No. _____

B. B. A. (Sem. - II) Examination

April/May - 2014

IT Tools & Applications

Time : 3 Hours]

[Total Marks : 35

- 1** Answer the following questions: (Any five) **10**
- (i) What are the application of computer? Also define the advantage of using computer
 - (ii) What is Booting? Write down the steps of booting & operating system.
 - (iii) Expalin the difference between internet & intranet. Name the most popular internet service.
 - (iv) Define the process & use of macros in MS word.
 - (v) What is input device? Name the different type of input device.
 - (vi) Explain the process of Applying Animation & sound effect in MS power point.
 - (vii) What is operating system? List down its function
- 2** (a) Explain the following (Any four) **08**
- (i) Header & Footer
 - (ii) Go, Find & Replace
 - (iii) Internet telephony
 - (iv) Explain any two operating system
 - (v) Page setup
 - (vi) Mail Merge

- (b) Fill in the blanks : **2**
- (i) _____ is a short cut key for underline the selected text.
 - (ii) From _____ menu I may insert the shapes & picture in my power point presentation.
- 3** (a) Answer the following questions : (any four) **08**
- (i) What is the concept of work book & work sheet
 - (ii) Name any four 'types of charts' available in excel and write all the steps to create a chart.
 - (iii) Explain custom sorting & its Benefits
 - (iv) Explain the following Function:
 - (a) FV
 - (b) IPMT
 - (c) NPER
 - (v) Define the steps for linking multiple slides using hyperlinks.
- (b) Explain the steps for creating slide in a **02**
power point
- 4** (a) Explain the following: (Any two) **04**
- (i) Slide master, notes master & handout master
 - (ii) Explain about FTP
 - (iii) Describe any four advantages of E-mails.
 - (iv) Slide Transitions
- (b) Explain the Function of below short cut **01**
- (i) ctrl + Z
 - (ii) ctrl + A
 - (iii) ctrl + J
 - (iv) ctrl + P