

BBA 1st Semester Exam., 2013

INFORMATION TECHNOLOGY IN  
MANAGEMENT—I

( Office/Productivity Suites )

Time : 3 hours

Full Marks : 60

Instructions:

- (i) The marks are indicated in the right-hand margin.
- (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 right option of the following  
(any six) : 2×6=12

- (a) ROM-BIOS is a kind of
  - (i) hardware
  - (ii) software
  - (iii) firmware
  - (iv) groupware
- (b) Assembler is a translator of
  - (i) first-generation language
  - (ii) second-generation language
  - (iii) third-generation language
  - (iv) fourth-generation language

(c) Formula in MS-Excel can be edited by pressing

(i) F9

(ii) F2

(iii) F3

(iv) Ctrl+A

(d) Which of the following is a system icon?

(i) MS-WORD

(ii) Windows Explorer

(iii) My Computer

(iv) None of the above

(e) IP address is classified in — classes.

(i) 3

(ii) 5

(iii) 4

(iv) None of the above

(f) Mosaic is a kind of

(i) Web messenger

(ii) Web browser

(iii) search engine

(iv) social networking

- (g) WORM is a kind of
- (i) input device
  - (ii) output device
  - (iii) optical disk
  - (iv) None of the above
- (h) Print preview is used to
- (i) save the document
  - (ii) print the document
  - (iii) view how the document will appear when printed
  - (iv) copy the document
- (i) Which of the following is the PowerPoint view?
- (i) Slide sorter
  - (ii) Handouts
  - (iii) Normal
  - (iv) All of the above
- (j) Telnet is an IP protocol for
- (i) file transfer
  - (ii) remote login
  - (iii) E-mail
  - (iv) surfing

2. Answer any *three* of the following : 4×3=12
- (a) Differentiate between ROM and RAM.
  - (b) What is cell referencing and what are different types of referencing?
  - (c) What features of MS-PowerPoint make it very useful?
  - (d) Differentiate between system software and application software.
  - (e) What is the purpose of operating system in a computer? Give three advantages of Linux OS.

Answer *any three* of the following :

3. What is Intranet? Compare and contrast between Internet and Intranet. 12
4. Explain the needs of functions in a spreadsheet package with suitable examples. How do charts assist as a management tool? 12
5. What is output device? Explain various output devices. 12
6. Explain the role of IT in entertainment and arts. 12

7. Write notes on any *two* of the following : 6×2=12

(a) Mail merge

(b) World Wide Web

(c) Control panel

(d) LAN architecture

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