BRAINWARE UNIVERSITY

Term End Examination 2018 - 19

Programme – Bachelor of Business Administration

Course Name – Information Technology for Business

Course Code – BBAD010402

(Semester – 1)

Time allotted: 3 Hours   **Full Marks: 70**

[The figure in the margin indicates full marks. Candidates are required to give their answers in their own words as far as practicable.]

Group –A

(Multiple Choice Type Question)   10 x1 = 10

1. *Choose the correct alternative from the following*

(i)   The first computers were programmed using

     a.   assembly language   b.   machine language

     c.   source code   d.   object code

(ii)   The extension of a Power Point(2007) is _____

     a.   .ppt   b.   .pptx

     c.   .doc   d.   .docx

(iii)   Calculations can be performed through:

     a.   Ms- Word   b.   Ms –Excel

     c.   Ms-PowerPoint   d.   Ms-Access

(iv)   Operating System is an example of

     a.   System software   b.   Java

     c.   Application software   d.   Programming software

(v)   Find out the odd one:

      a.   Monitor   b.   Printer

      c.   Speaker   d.   Mouse

(vi)   VLC media player is an example of

      a.   System software   b.   Operating Software

      c.   Application software   d.   Programming software

(vii) 1KB =? byte

      a.   1024   b.   2000

      c.   1225   d.   1000

(viii) Find out the odd one:

      a.   Mouse   b.   Keyboard

      c.   Speaker   d.   Printer

(ix)   Where does most data go first with in a computer memory hierarchy?

      a.   Ram   b.   Rom

      c.   Cache   d.   Hard Disk

(x)   Which part of computer helps to store information:

      a.   Disk drive   b.   UPS

      c.   Monitor   d.   Printer

Group – B

(Short Answer Type Questions)   3x5 = 15

Answer any *three* from the following

2.   What is memory? Explain it.   5

3.   What is ALU? Write down the functions of ALU.   2+3

4.   Write down the advantages and disadvantages of fourth generation computer.   5

5.   What is data and information? Mention any two input and two output devices.   2+3

6.   Write down five functions of excel.   5

Group – C

(Long Answer Type Questions)   3x15 = 45

Answer any *three* from the following

7. (a) What is Macro in MS-Word? Write down the steps to record a new macro?   2+5

    (b) Describe the complete process of Mail Merge.   8

8. (a) Distinguish between RAM and ROM. What are assembler, compiler and interpreter?   5+5

    (b) What are the advantages of fourth generation computer over third generation computer?   5

9. (a) Define header and footer. How are they put in MS-Word?   2+5

    (b) What is Mail Merge? Explain the steps of Mail Merge.   8

10. (a) What is MS-Excel?   2

    (b) Write down its characteristics.   3

    (c) Create an excel sheet for making an electric bill such that if a person spends 1-200 unit electricity per month, then the bill amount will be Rs.1.75 per unit, 201-400 unit then the bill amount will be Rs.2.50 per unit, 401-500 unit then the bill amount will be Rs.3.75 per unit and above 500 unit then the bill amount will be Rs.4.50 per unit. Calculate the electric bill.   10

11. (a) Define operating system. Write down its characteristics.   2+3

    (b) What are the advantages of fourth generation computer over third generation computer?   5

    (c) Write down short note on E-Business.   5

    (d) Define assembler, compiler and interpreter?   5