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Gandhi Institute of Engineering and Technology University, Odisha, Gunupur
(GIET University)

B.B.A. (First Semester - Regular) Examinations, January – 2026

25BBACC104 - Information Technology for Managers

Time: 2 hrs | Maximum: 60 Marks

(The figures in the right hand margin indicate marks.)

PART – A **(2 x 5 = 10 Marks)**

Q.1. Answer ***ALL*** questions

		CO #	Blooms Level
a.	What is Cloud Storage?	CO2	K2
b.	What are the Components of MS Office.	CO3	K2
c.	What is a Drop-Down List in MS Excel?	CO4	K4
d.	What is Freeze Panes in MS Excel?	CO5	K3
e.	What are the uses of Pivot Tables?	CO6	K3

PART – B **(10 x 5 = 50 Marks)**

Answer ***All*** the questions

		Marks	CO #	Blooms Level
2. a.	Explain the Classifications of the Computers in detail	10	CO1	K2
	(OR)			
b.	Explain types of computer memory and softwares.	10	CO1	K3
3.a.	Explain the Features of Google Docs and Google Sheets for Collaborative Work .	10	CO2	K1
	(OR)			
b.	Explain the Input and Output Devices.	10	CO1	K1
4.a.	Explain LAN,MAN,WAN with neat diagrams.	10	CO1	K4
	(OR)			
b.	Explain how to work with Tables, Bullets and Numbering in MS Word.	10	CO3	K2
5.a.	Explain Google Workspace and describe the importance of a Google Account and Google Workspace Dashboard with neat diagrams.	10	CO2	K2
	(OR)			
b.	Explain the Characteristics of the Computer.	5	CO1	K1
c.	Explain Text Formatting and Paragraph Formatting Features in MS Word.	5	CO3	K3
6.a.	Explain about Microsoft Excel's Opening Screen with neat diagram.	10	CO5	K3
	(OR)			
b.	Explain three main types of what if analysis tools in MS Excel (Scenario Manager, Goal Seek, and Data Tables) and steps with neat diagram.	10	CO6	K4

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