

--	--	--	--	--	--	--	--	--	--



Time: 3 hrs

GIET UNIVERSITY, GUNUPUR – 765022
 B. B. A (First Semester) Examinations, February – 2023
21BBAPC11006 – IT for Managers

Maximum: 60 Marks

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

PART – A**(2 x 10 = 20 Marks)**Q.1. Answer *ALL* questions

	CO #	Blooms Level
a. Distinguish between software and hardware.	CO1	K1
b. Explain LAN.	CO1	K1
c. Define Application Software.	CO1	K1
d. Define Page Formatting in MS-Word.	CO2	K1
e. Define Footer.	CO2	K1
f. What are the components of MS word?	CO2	K1
g. What is a cell address in Excel?	CO3	K1
h. How do you freeze panes in Excel?	CO3	K2
i. What is PowerPoint? Why is it used?	CO5	K2
j. How to protect a presentation by setting up a password on it?	CO5	K2

PART – B**(8 x 5 = 40 Marks)**Answer *ALL* the questions

	Marks	CO #	Blooms Level
2. a. Discuss the characteristics of a computer. How does computer execute an instruction?	8	CO1	K2
(OR)			
b. Differentiate between Primary and secondary memory. Give suitable example.	8	CO1	K1
3.a. Write a detailed note on features of MS-Word.	8	CO2	K1
(OR)			
b. What is the significance of header and footer? How will you apply Headers and Footers in Ms-Word?	8	CO2	K2
4.a. How to create a spreadsheet in MS-Excel? How to insert Charts and Graphs in it?	8	CO3	K2
(OR)			
b. Charts are very useful of MS-Excel. Explain five different types of charts and how these can be generated in Excel.	8	CO3	K2
5.a. What are the basics of Microsoft PowerPoint? How a Slide show is created?	8	CO5	K1
(OR)			
b. How do we sort date in Excel? What are different options in Sorting that can be applied?	8	CO3	K2
6.a. What do you mean by slides in a presentation? Which software can be used to prepare these slides? Also discuss step involved in running a slideshow.	8	CO5	K1
(OR)			
b. What are the different types of compute memories? Discuss any two of them in detail.	8	CO1	K1

--- End of Paper ---