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**GIET UNIVERSITY, GUNUPUR - 765022**  
**B. B. A (First Semester) Regular Examinations, January - 2024**  
**23BBAPC11006 - Information Technology for Managers**

Time: 3 hrs

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 RAM and ROM	CO1	K2
b. What is the role of CPU in Computer working?	CO1	K2
c. What is MS-Office? "Office is fully Integrated" Explain how?	CO2	K1,K2
d. How do you create a document in MS-Word?	CO2	K1,K3
e. How can you restrict someone from copying a cell from your worksheet?	CO3	K3,K2
f. How can we merge multiple cells text strings in a cell?	CO3	K3
g. What is the use of a primary key in a database?	CO4	K2
h. Mention two applications of MS Access.	CO4	K1
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. Draw a Block diagram depicting the various components of a computer. Explain the various components in detail and its purpose in the computer system with suitable examples. List the various I/O devices used.	8	CO1	K6,K2 ,K1
(OR)			
b. What are the different types of compute memories? Discuss any two of them in detail.	8	CO1	K1,K2
3.a. Write stepwise procedure to create a Word document containing Simple text arranged in three different paragraphs which are aligned left, right and justified respectively. Add to this document a table containing students record consisting of Roll No., Name, Address, Branch, Contact No.	8	CO2	K3,K6
(OR)			
b. Write steps to create a table and insert rows and columns in it.	8	CO2	K3
4.a. How do we sort date in Excel? What are different options in Sorting that can be applied?	8	CO3	K3,K2
(OR)			
b. Charts are very useful of MS-Excel. Explain four different types of charts and how these can be generated in Excel.	8	CO3	K3,K2
5.a. Outline the procedure of performing the following tasks: (i) Delete an existing Query (ii) Print a report.	8	CO4	K3,K1
(OR)			
b. Write short notes on Working with Queries.	8	CO4	K2,K1
6.a. PowerPoint is very important for creating presentations. Discuss different features of power point including, formatting and slide shows.	8	CO5	2,3
(OR)			
b. Write a detailed note on features of MS-PowerPoint.	8	CO5	2,3

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