GANDHI INSTITUTE OF ENGINEERING AND TECHNOLOGY UNIVERSITY, ODISHA, GUNUPUR
(GIET UNIVERSITY)

B.B.A. (First Semester) Regular Examinations, January – 2025
23BBAPC11006 – Information Technology for Managers
(BBA)

Time: 3 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.	Distinguish between software and hardware.	CO1	K2
b.	Define the function of ALU.	CO1	K1
c.	Describe the freeze panes in Excel.	CO3	K2
d.	Explain different data types available in MS Access.	CO4	K1
e.	Define trigger in context of animation.	CO5	K1

PART – B   (10 x 5 = 50 Marks)

Answer *ALL* the questions

			Marks	CO #	Blooms Level
2.	a.	Define computer. Explain the advantages and disadvantages of Computer along with its applications in various fields. List at least two limitations of Computers.	10	CO1	K2
		(OR)			
	b.	Define the term Computer Software. Describe the different types of Software. Explain in detail about Application and System software.	10	CO1	K2
3.	a.	Write a detailed note on features of MS-Word.	10	CO2	K2
		(OR)			
	b.	Explain thesaurus. Describe its used in Ms-Word.	10	CO2	K2
4.	a.	Define MS-Excel. Explain all its features including Formulas and functions.	10	CO3	K2
		(OR)			
	b.	Explain in details the steps to create Charts in Ms-Excel	10	CO3	K2
5.	a.	Outline the procedure to create reports in MS Access.	10	CO4	K2
		(OR)			
	b.	Define Integrity Constraints. Explain different types of Integrity Constraints with example.	10	CO4	K2
6.	a.	Explain the basics of Microsoft PowerPoint. Write the steps to create slideshow.	10	CO5	K2
		(OR)			
	b.	Write a short note on Slide Animation and Slide Shows.	10	CO5	K2

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