

---

**UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)**



**Programme Name-BBA-Sixth Semester**

**Programme Code- BBA-12**

**Course Name- Introduction to Information Technology**

**Course Code-BBA 604**

**Maximum Marks-40**

**Session -2015-16, Summer**

**Last Date of Submission: 15<sup>th</sup> May, 2016**

---

**Section-A**

Section 'A' contains 08 short answer type questions of 5 marks each. Learners are required to answer 4 questions only. Answers of short answer-type questions must be restricted to 250 words approximately.

**Discuss the following (1-8) –**

1. Mail Merge
2. Local Area Network (LAN)
3. Network Hardware
4. Major uses of Information Technology
5. Major Application areas of Multimedia
6. Word Processor
7. Features of an Internet
8. Packet Routing

**Section-B**

Section 'B' contains 04 long answer-type questions of 10 marks each. Learners are required to answer 02 questions only.

1. How can Information Technology be used to promote the growth of agriculture in the State of Uttarakhand?
2. Explain the need of 'Functions' in a spreadsheet package with suitable examples.
3. What is multimedia? Explain the role of multimedia in various fields of real life.
4. How the networks can be classified on the basis of ownership?