



UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)

उत्तराखण्ड मुक्त विश्वविद्यालय हल्द्वानी (नैनीताल)

Programme Name-BBA-Sixth Semester

Programme Code-BBA-12

Course Name- Introduction to Information Technology

Course Code-BBA-604

Maximum Marks-40

Session -2016-17, Summer

Last Date of Submission: 31 May, 2017

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. Network Hardware.
2. Creating Charts and Graphs using MS Excel.
3. Importance of Word processor.
4. Mail-merge.
5. Working of search engines.
6. Functions in a spreadsheet package.
7. Advantages of hierarchical topology.
8. Firewall for Internet Security

Section-B

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

1. What is Network topology? Compare the advantages of one network topology over other.
2. Do you think that IT can help only large organizations –or does it have its applications in small and medium sized organizations as well? Give reasons to support your answer.
3. What is Multimedia? What are the various advantages of multimedia applications?
4. Write the detailed steps involved in creating and implementing macro in MS Excel.