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**BBA**  
**(SEM I) THEORY EXAMINATION 2024-25**  
**IT APPLICATION – I**

**TIME: 3 HRS**

**M.MARKS: 70**

**Note:** Attempt all Sections. In case of any missing data; choose suitably.

**SECTION A**

**1. Attempt all questions in brief. 2 x 07 = 14**

Q no.	Question	CO	Level
a.	What is software?	1	K1
b.	Mention any 4 input devices	1	K2
c.	What is an Information?	1	K1
d.	Write any 4 functions of EXCEL	2	K2
e.	How can we manage the data in Excel	5	K3
f.	What is need of having MS WORD	2	K2
g.	What are the features of POWERPOINT	3	K3

**SECTION B**

**2. Attempt any three of the following: 07 x 3 = 21**

a.	Explain in detail on softwares ? Define the types of Software with Example	1	K3
b.	Explain in detail on Database and Dataware house. Differentiate The database from Dataware house	1	K4
c.	Explain in detail how to open and Customize the views in workbook	4	K4
d.	What is the need of PPT ? Mention the functions and Features of PPT. How can you Insert Image in PPT	3	K4
e.	What are the various tabs available in MS word .	2	K4

**SECTION C**

**3. Attempt any one part of the following: 07 x 1 = 07**

a.	What is a Memory? What are the various types of memory available	1	K2
b.	Explain in detail on mail merge . Mention the steps involved in it	2	K2

**4. Attempt any one part of the following: 07 x 1 = 07**

a.	Explain in detail on various charts available in Excel . Explain how can we Insert Charts in Excel	5	K4
b.	How can you manage data by removing duplicate records in Excel	5	K4

**5. Attempt any one part of the following: 07 x 1 = 07**

a.	What is power BI . How can you relate Power BI with Tableau. Write the Differences among them	1	K3
b.	Write in detail on various applications available in MS Office suite	1	K3

**6. Attempt any one part of the following: 07 x 1 = 07**

a.	What is AI ? How can you work with AI? What are the steps involved to work with AI.	1	K4
b.	What is the need of table and How can you modify the table options	5	K3

**7. Attempt any one part of the following: 07 x 1 = 07**

a.	How can you create an efficient presentation. How can you insert images to slides. What are the various image formatting options in PPT	3	K4
b.	Write notes on 1)Internet 2)Intranet 3) extranet	1	K2