BSMA-001

BACHELOR OF BUSINESS ADMINISTRATION (SERVICES MANAGEMENT) (BBASM)

Term-End Examination

June, 2023

BSMA-001 : BASIC IT SKILLS

Time : 2 Hours   *Maximum Marks : 50*

Note : *There are* **four** *questions in this paper. Answer all questions.*

1. Answer all the questions. Each question carries 1 mark :

   (a) MAC OS is designed to run only with .... computers.

   (b) FTP stands for ....

   (c) Internet is a vast network that links together millions of .... worldwide.

(d) A .... table allows you to get the information that you need from a large, detailed data set.

(e) Microsoft Outlook has two core components, the .... interface on the top and the Navigator interface along the bottom left of the screen.

(f) You can use Backstage View in order to manage accounts or to .... and print items.

(g) Starting a computer that has been turned off is called a .... boot.

(h) .... is collection of styles.

(i) The .... command "goes forward", allowing you to move ahead of the sequence of changes you made to the document, and reverses the undo command.

(j) Google + was launched in ....

2. Answer any *five* of the following in about **100** words each :   2 each

(a) What do you understand by stand-alone operating systems ?

(b) Differentiate between Wired and Wireless Connections/Networks.

(c) Write a short note on LinkedIn.

(d) Explain the uses of word processor.

(e) What do you understand by presentation graphics software ?

(f) List the benefits of Google docs.

(g) Describe Web 3.0.

(h) "One of the key features of Microsoft Excel is the ability to add functions and formulas to any cell." Define these two core terms (functions and formulas) of Microsoft Excel.

3. Answer any *four* of the following in about **250** words each : 					5 each

(a) Name the widely used presentation graphic programs. Explain any *one* of them in detail.

(b) What are the important features of a spreadsheet ?