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BSMA-001

**BACHELOR OF BUSINESS
ADMINISTRATION
(SERVICES MANAGEMENT)
(BBASM)**

Term-End Examination

December, 2021

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 : (1×10) 10 marks

(a) An _____ System is a kind of software package that acts as an interface between computer hardware and the user.

- (b) The _____ group has commands and options that let you change the typography of your document.
- (c) _____ is designed to run only with Apple computers.
- (d) A _____ table allows you to get the information that you need from a large, detailed data set.
- (e) The core of any spreadsheet program consists of a series of rows and columns, called _____.

State whether the statement is True or False :

- (f) In Excel the TRIM function removes excess whitespace or spacebar and tab characters in cells.
- (g) Research shows that people learn slower when information is presented visually.
- (h) Gallery is collection of group of related tools.

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- (i) Slide transitions are animation effects that occur when changing a slide.
- (j) One of the most common file storage applications is Google Drive.
2. Answer any *five* of the following in about **100** words each : 2 each
- (a) Define Booting and explain the ways in which you can boot a computer.
- (b) Give the benefits of web applications.
- (c) What is a workbook and a worksheet ?
- (d) Explain the term Personal Information Manager (PIM).
- (e) Enlist the most common speech recognition systems that are available.
- (f) What is Conditional Formatting ?
- (g) Give the advantages of Microsoft Powerpoint.
- (h) What do you understand by Object Animation ?

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3. Answer any *four* of the following in about **250** words each : 5 each
- (a) Explain the difference between Internet and Web.
- (b) Describe the most common types of documents that users create using Microsoft Word.
- (c) What are the benefits of Google Docs ?
- (d) List important features of Microsoft Powerpoint.
- (e) Discuss the uses of Spreadsheets.
- (f) How do you create a new contact in Outlook ?
4. Answer any *one* question in **500** words : 10
- (a) Enumerate the different types of web utilities and explain each one of them.
- (b) How will you create a presentation for the Annual Meeting of an Organisation ?

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