

## INFORMATION TECHNOLOGY FOR BUSINESS – A

Time : Three Hours]

[Maximum Marks : 70

Note : Attempt *one* question each from Section A, B, C and D carrying 10 marks each. Section E is compulsory consisting of 10 short answer type questions carrying 3 marks each.

### Section : A

1. Draw block diagrams of computer and discuss the role of various components of its. 10
2. Do the following conversions :
  - (a)  $(32.75)_{10}$  to  $(?)_2$  4
  - (b)  $(1101010101010101)_2$  to  $(?)_{16}$  3
  - (c)  $(ABBA)_{16}$  to  $(?)_8$  3

### Section : B

3. What are the various common features of a Word Processing Package ? Explain. 10
4. (a) What do you mean by Presentation styles ? 4
- (b) Define Custom Animations. 3
- (d) What is the purpose of Slide Sorter View ? 3

### Section : C

5. Define and distinguish between Data filtering and sorting ? What are the different methods of filtering data ? Explain. 10
6. Define Internet. What are the uses and abuses of internet ? Explain. 10

### Section : D

7. What are the various features expected of a General Computerized Accounting system ? Which of these are available in Tally ? Explain. 10
8. What are the various types of Vouchers supported in Tally ? Explain. 10

### Section : E

9. Attempt all the questions in short :
  - (a) What is the difference between RAM and ROM ?
  - (b) Name three input and output devices each.
  - (c) What are the methods of inserting columns in an existing table ?
  - (d) How page header and footer are applied in word ?
  - (e) What are the various modes of text alignment in Power Point ?
  - (f) What is the range of column and rows in Excel ?
  - (g) How header and footer are inserted in a work sheet ?
  - (h) What is the difference between cell and range in Excel ?
  - (i) What is the meaning of cc: and bcc: in e-mails ?
  - (j) Define Trial balance.

10×3=30