

2031  
Bachelor of Business Administration  
First Semester  
BBAS-103: Fundamentals of Information Technology

Time allowed: 3 Hours

Max. Marks: 80

**NOTE:** Attempt four short answer type questions from Section–A. Attempt two questions each from Section B and C respectively.

x-x-x

**Section – A**

- I. Attempt any four of the following:-
- a) Define Information Technology and its application.
  - b) Difference between Bit and Byte.
  - c) Define Headers and Footers .How we can change margin in word document?
  - d) What is microprocessor?
  - e) Define Search Engines and how to perform searches on internet?
  - f) State and explain Voice Over Protocol (VOIP). (4x5)

**Section – B**

- II. Discuss types of computers in details and also difference between hardware and software. (15)
- III. Explain various types of input and output devices. (15)
- IV. Explain in details formatting the paragraphs. Difference between double spacing and single spacing. (15)
- V. Discuss basics of PowerPoint. How to make PowerPoint presentation? (15)

**Section – C**

- VI. Define the term Internet and explain services of Internet. How to evaluate websites? (15)
- VII. What is E-business Infrastructure? Difference between Intranets and Extranets. Also discuss web Services and Service-Oriented Architecture (SOA). (15)
- VIII. Explain use of Excel spreadsheet, working with worksheet-editing and formatting. (15)
- IX. Discuss the internet standards- Audio and Video Standards. Also discuss future of Internet infrastructure. (15)

x-x-x