TILAK MAHARASHTRA VIDYAPEETH, PUNE
BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)
EXAMINATION: JUNE - 2022
SEMESTER- III
Sub.: Information Technology (BBA15-315)

Date :- 22/06/2022	Total Marks : 60	Time: 2.00 pm to 4.30 pm

Instructions: 1) The paper consists of two sections I and II.
2) All questions are compulsory.

SECTION - I

Q. 1. **Answer in Detail. (Any Two)** **(20)**
1. Explain IP Messenger in detail.
2. What is WebEx? Explain its types.
3. Explain the features of MS Word.
4. What is the process of creating form and form wizard in MS Access?

Q. 2. **Write short notes: (Any Two)** **(10)**
1. Types of softwares
2. VOIP.
3. Software

SECTION – II

Q. 3. **Choose the most appropriate option.** **(20)**

1) _____ is not an operating system.
   a) Word   b) Linux
   c) DOS   d) Windows

2) Footnote tool is present in _____ Tab.
   a) Home   b) Insert
   c) Page layout   d) References

3) _____is a graphical interface that is used to display and edit data.
   a) Table   b) Query
   c) Recordset   d) Form

4) _____ is a combination of all the individual activities involved in the project and their goals.
   a) Task   b) Scope
   c) Resource   d) None of these

5) _____ is a view of the document as it would appear in a web browser.
   a) Print layout   b) Full screen reading
   c) Web layout   d) Outline

6) _____ feature allows you to modify how the document content is displayed on the screen and when printed.
   a) Popular   b) Display
   c) Proofing   d) Advanced

7) _____ consists of two or more fields.
   a) Primary Key   b) Foreign Key
   c) Composite Key   d) None of these

8) _____ is not an application software.
    a) MSWord   b) MS Excel
    c) MS PowerPoint   d) DOS

9) The tool, 'Themes' is present in _____ Tab.
    a) Home   b) Insert
    c) Page layout   d) References

10) _____ select records from one or more tables in a database so they can be viewed, analyzed, and sorted on a common datasheet.
    a) Table   b) Query
    c) Recordset   d) Form

11) _____ is one you produce because you have a problem of some kind.
    a) Information Blog   b) Review Blog
    c) Problem Blog   d) Debate Blog

12) _____ allow you to examine your project from different angles based on what information you want displayed at any given time.
    a) Scope   b) Views
    c) Resources   d) Outline

13) _____is a field or combination of fields that are related to the primary key of another table.
    a) Primary Key   b) Foreign Key
    c) Composite Key   d) None of these

14) _____ is useful for having intellectual arguments on various topics.
    a) Information Blog   b) Review Blog
    c) Problem Blog   d) Debate Blog

15) In "TCP", P stands for _____.
    a) Project   b) Process
    c) Protocol   d) Procedure

16) Captions tool is present in _____Tab.
    a) Review   b) Insert
    c) Page layout   d) References

17) _____ include people, equipment, materials, or services that are required to complete t tasks.
    a) Task   b) Scope
    c) Resource   d) None of these

18) _____feature allows you personalize how your document is saved.
    a) Popular   b) Display
    c) Proofing   d) Save

19) _____ view does not display pictures or layouts, just text.
    a) Draft   b) Full screen reading
    c) Web layout   d) Outline

20) Comments tool is present in _____Tab.
    a) Review   b) Insert
    c) Page layout   d) References

Q. 4.   **Case Study-**   **(10)**

Download managers are programs that are designed to manage and speed up the downloading process. A peculiar advantage of these programs is that they are able to resume a broken download, carrying on from the point at which the download stopped. The inbuilt download facility of a browser often lacks this facility, making it necessary to start again from the beginning if the connection to the server is lost. Most download managers try to ensure that files are always downloaded at the highest possible rate. One approach to ensure this is to test the various sources of the file so that the fastest server can be used. A download manager is normally set to popup automatically when a download is about to commence. Some download managers have facilities to optimize various windows settings so that the fastest possible download rate is achieved. There are also special optimizer programs and numerous internet sites that provide such assistance.

1. What do manage and speed up downloading process?

2. Which facilities some download managers have?

3. What is a peculiar advantage of download managers?

4. What do most download managers do?

5. What type of assistance is provided by optimizer programs and internet sites?

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