# TILAK MAHARASHTRA VIDYAPEETH, PUNE
# BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)
## EXAMINATION : DECEMBER - 2023
## SEMESTER - III
### Sub. : Information Technology (BBA15- 315)

**Date : 13/12/2023**       **Total Marks : 60**       **Time: 2.00 pm to 4.30pm**

**Instructions:**
1) All questions are compulsory.
2) Figures to the right indicate full marks.

**Q. 1.**   **Choose the most appropriate option.**                                    **(05)**

1. _____ is an outline form of the document in the form of bullets.
   a) Print Layout                      b) Full Screen Reading
   c) Web Layout                        d) Outline

2. _____ feature allows you to personalize your work environment with language, color schemes, user name and allow you to access the Live Preview feature.
   a) Popular                           b) Display
   c) Proofing                          d) Advanced

3. _____ 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

4. _____ feature allows you to specify options for editing, copying, pasting, displaying, printing and saving.
   a) Popular                           b) Display
   c) Proofing                          d) Advanced

5. _____ is a view of the document as it would appear when printed.
   a) Print Layout                      b) Full Screen Reading
   c) Web Layout                        d) Outline

**Q. 2.**   **State True / False**                                                     **(05)**

1. Tasks are a division of all the work that needs to be completed in order to accomplish the project goals.
   a) True                              b) False

2. Internet marketing is relatively expensive when compared to the ratio of cost against the reach of the target audience.
   a) True                              b) False

3. The primary key is a unique identifier for a record.
   a) True                              b) False

4. Save feature allows you personalize how your document is saved.
   a) True                              b) False

5. Draft view does not display pictures or layouts, just text.
   a) True                              b) False

**Q. 3.**   **Write Short notes on (Any Three)**                                       **(15)**

1. Describe Quick Access Toolbar.
2. What are the steps to create a new document in MS Word?
3. Explain watermark in short.
4. What is function library in MS Excel?
5. Explain IP Messenger in short.

**Q. 4.**   **Answer in detail (Any Two)**                                             **(20)**
1. Explain WebEx in detail.
2. What is Blog?
3. Describe VOIP in detail.

**Q. 5.**     **Case study**                                                              **(15)**

Vista Explorer-This feature is not to be confused with Internet Explorer. Vista Explorer is a tool for searching or viewing and managing all sorts of information, pictures, applications, etc. It is the bigger and better version of the previous Windows Explorer. The Explorer window is broken up into a number of different sections including Instant Search, Navigation Pane, Command Bar, Live Icons, Details Pane, and Preview Pane. Instant Search-Windows Vista introduces Instant Search: enhanced desktop search and organization that helps you locate files and e-mail messages on your computer. If you remember anything about a file—the type of file, when it was created, or even what it contains—Windows Vista can quickly find it for you. To find a specific file, application, or Internet Favorite, you simply open the Start menu—or press the Windows key on the keyboard—and begin typing in the embedded Instant Search box. As you type, Windows Vista instantly searches file and application names, metadata, and the full text of all files, and it displays the search results. Navigation Pane-The Navigation Pane in each Explorer window has been redesigned to make it simpler to navigate across your computer and quickly find what you're looking for. The default view is a series of quick links to your documents, pictures, and music. Additionally, clicking a Searches link displays all of the Search Folders on your computer. Command Bar.In each Explorer, the new Command Bar displays tasks that are appropriate to the files being shown. For example, the Documents Explorer contains Command Bar tasks that you might need for documents, while the Pictures Explorer contains tasks appropriate to digital images. Unlike the Explorers in Windows XP and earlier, the Command Bar and the Navigation Pane in Windows Vista are available simultaneously, so tasks on the Command Bar are always available—you don't need to toggle between the Navigation Pane and the Command Bar to take action on your files. Live Icons-Scalable "live" icons in Windows Vista greatly improve upon the generic system icons in other operating systems. For applications that have this feature, Live Icons provide thumbnail-sized previews of the actual content of a file, rather than merely a generic image representing the program associated with that file. You can see rich previews of your files—including the first pages of your documents, your digital photos, and even album art for your music—without actually opening the files. This helps you work more efficiently and more productively. Details Pane-With the Details Pane, you no longer have to right-click a file to open the Properties dialog box. Instead, a rich set of file properties (or metadata) is always visible in the Preview Pane. You can add and edit properties easily—for one file at a time or for many files simultaneously—right in the Details Pane. Preview Pane-For an even richer way to preview the contents of documents and media without opening individual files, Explorers such as the Documents Explorer, Music Explorer, and Pictures Explorer provide an optional Preview Pane. In programs that have this feature you can browse readable views of various documents or, with media files, preview a few seconds of content. Aero-Windows Aero is described as the premium visual experience of Vista. Aero is the GUI of Vista. It features *Aero Glass* which is a transparent glass effect on the borders of windows and also includes new subtle animations and colors. This glass effect enhances the effectiveness of dynamic reflections and smooth animations. For running Aero, your computer must have a graphics card that supports the Windows Display Driver Model (WDDM).

 **Answer the following.**

1. What is vista explorer feature?
2. Describe the term live icons.
3. Explain the term Command bar.

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