

B.B.A. Semester-III (Honours) Examination, 2022-23**BACHELOR OF BUSINESS ADMINISTRATION****Course ID : 33225****Course Code : BBA/SEC-01****Course Title : IT tools for business (Lab)**

Time : 2 Hours

Full Marks : 30

*The figures in the right-hand margin indicate marks.**Candidates are required to give their answers in their own words as far as practicable.***GROUP-A**Answer any **one** from the following:

15×1=15

1. Prepare a proper resume/bio-data in MS-Word.
2. Give an example mail-merge in MS-Word.
3. Do the following operations:
 - a) Create a new folder and file.
 - b) Copy the created file to the new folder.
 - c) Rename copy and delete the created file and the folder.
4. Prepare a PowerPoint presentation containing minimum of five and maximum of 8 slides regarding e-commerce in India. Which will have the following technique?

- a) Custom animation
- b) Clip - Art picture
- c) Date, slide number, footer
- d) Table

5. Prepare a PowerPoint presentation containing minimum of five and maximum of 8 slides regarding Digital Marketing. Which will have the following technique?

- a) Custom animation
- b) Clip - Art picture
- c) Date, slide number, footer
- d) Table

GROUP-BAnswer any **one** from the following:

15×1=15

1. Write down a application for a Job Vacancy.
2. Create a pie chart in excel to display the rainfall data of Bankura 2022.

January'22	February'22	March'22	April'22	May'22	June'22
15.5mm	26.5mm	9.8mm	25.8mm	89.30mm	120.8mm

(In the pie chart you have to show data percentage in the chart)

3. Create a bar graph in excel to display the rice production detail of Bankura, Purulia, Burdwan, Kolkata.

District	2021	2020	2019	2018
Bankura	110 mt	320 mt	245 mt	350 mt
Purulia	106 mt	255 mt	210 mt	310 mt
Burdwan	180 mt	390 mt	300 mt	370 mt
Kolkata	95 mt	186 mt	160 mt	200

4. Create a page using MS-Word which will have the following data:

$$\text{Equation: } f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right).$$

5. Create an Excel sheet to prepare an electricity bill for a group of customer.
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