[24-HKPD1SN-24J (M2)]

MBA 1st Semester (NEP) Exam. 2024 (S2)

(*Information Technology in Management*)

[PGBA, S1-04]

Full Marks : 70

Time : 3 hours

The figures in the right-hand margin indicate marks.

1. Answer any *five* from the following questions (each in around 400 words) : $10 \times 5 = 50$

(*a*) Discuss any four areas of Information Technology.

(*b*) Mention the components of the Libre Office Writer interface. How do you enter and format text in a Libre Office Writer document ? 4+6 = 10

(*c*) How do you save a document to ensure that the resized image and image effects are retained in Libre Office Writer ?

(*d*) Write the key features of Libre Office Calc as a spreadsheet program, and how can they be used for data management and analysis ? 4+6 = 10

(*e*) Write the benefits of using built-in-functions and formulas in Libre Office Calc for common calculations, as opposed to manual calculations ? How can these functions and formulas save time and ensure accuracy in your calculations ? Explain with an example. 5+5 = 10

(*f*) Describe the steps involved in creating and modifying charts in Libre Office Calc.

(*g*) Describe the different components of the slide window in Libre Office Impress.

(*h*) Write the steps to create a report using the Report Design View in Libre Office Base.

2. Answer any *four* from the following questions (each in around 200 words) : $5 \times 4 = 20$

(*a*) What are the different E-Commerce applications in business and management ?

(*b*) Differentiate between the dial-up and ADSL Internet connection.

(*c*) What is an electronic mail ? Describe the common header fields associated with an email.

(*d*) Explain how globalization has impacted organizations and business.

(*e*) Define custom animation. Write down the steps for applying an animation effect.

(*f*) How can you apply a template to a new document in Libre Office Writer and what are the steps involved in the process ? $2+3 = 5$