**Roll No. ………………………..**

**Renaissance College of Commerce & Management**

**Assignment Question Paper**

**BBA I Semester Examination**

**Subject: Information Technology**

***Note*** *:* Attempt any All Question

Q.1 (a) Write and explain the features of UNIX.

 (b) Explain the commands : (in UNIX)

 Cat, ls, mv, pwd, who am i, banner, date

Q.2 (a) Write difference between footer and footnote.

 (b) How can you insert header and footer in a:

 i) Word file ii) Excel file

Q.3 (a) Write steps to:

 i) Insert a bar graph in MS-Excel

 ii) Insert a formula to find mean of numbers entered in cell E10 to E20.

 iii) Rename a worksheet

 iv) Insert a worksheet

Q.4 (a) What is TALLY? What are its features?

 (b) Explain the impact of IT in Business Organization.

Q.5 Write short notes on the following:

 i) 4GL

 ii) Virtual Reality