**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