GALGOTIAS UNIVERSITY

School of Finance and Commerce
Bachelor of Commerce Honours
Mid Term Examination - Nov 2023

Duration : 90 Minutes
Max Marks : 50

Sem I - E2UC121B - Digital Technology in Business

General Instructions
Answer to the specific question asked
Draw neat, labelled diagrams wherever necessary
Approved data hand books are allowed subject to verification by the Invigilator

1) How do you change the font size in Microsoft Word? | K2 (2)

2) Explain the intricate relationship between computer hardware and software. | K1 (3)

3) What is the function of the "Slide Sorter" view in PowerPoint? | K2 (4)

4) Explain the role of an operating system. Provide examples of popular operating systems. | K2 (6)

5) Define an operating system and provide a brief overview of its role in a computer system. | K3 (6)

6) Draw a block diagram of a computer system, clearly labelling the main components. Provide brief descriptions of each major component and their functions. Additionally, indicate the direction of data flow between the components. | K3 (9)

7) Provide an overview of Microsoft Excel. What is its primary function, and how is it commonly used in various professional and personal settings? | K4 (8)

8) Explain the syntax and usage of the IF function in Excel. Provide examples to illustrate how it helps in making logical decisions based on specified conditions. | K4 (12)

OR

Describe the concept of nested IF statements. How can multiple conditions be evaluated using nested IF functions, and what considerations should be kept in mind? | K4 (12)