Vidya Vikas Mandal's

Shree Damodar College of Commerce & Economics, Margao-Goa

BBA, Term – V (REGULAR) Term End Assessment SEPTEMBER 2023

IT Skills-1 (BBCB016)

Duration: 90mins **Max Marks: 25**

Instructions: 1) Start each question on a fresh page.
2) Figures to the right indicate maximum marks.

Answer **any five** of the following questions in 90 – 120 words each:

Q.1 You are working on a collaborative project with your team, and you need to create a comprehensive guide for using text formatting features in a word processor. Your team members come from various backgrounds and have different levels of experience with word processors. To ensure everyone understands these features thoroughly, you decide to lead a discussion on the topic. **5 marks**

Imagine you are facilitating a discussion with your team about text formatting in a word processor. In this scenario, you want to provide a clear and informative overview. How would you structure your discussion to cover the various text formatting facilities available in a word processor?

Q.2 You are tasked with introducing Abhay, a colleague who is new to the concept of PowerPoint presentations, to Microsoft PowerPoint and its features. Abhay is eager to learn how to create effective presentations for work-related projects. Your goal is to provide Abhay with a clear understanding of what PowerPoint is and an overview of its key features. **5 marks**

As an expert in PowerPoint presentations, how would you explain to Abhay what Microsoft PowerPoint is and provide an introduction to its features?

Q.3 During a friendly conversation, your colleague, Sarah who is new to presentation software turns to you and says, "I've been trying to figure out this presentation software, and I've noticed there are different 'Views.' Can you explain what these 'Views' are and how they can be helpful when creating presentations?" **5 marks**

How would you respond in a conversational manner to help Sarah understand the 'Views' and their practical applications in presentation software?

Q.4 You are a training coordinator at a large company, and you need to send out personalized training certificates to over a hundred employees who have completed various courses. You have their names, course titles, and completion dates stored in a spreadsheet. **5 marks**

In this scenario, how would you utilize the mail merge facility in a word processor to efficiently create and send personalized training certificates to all employees? Please describe the steps you would take and explain the utility of using mail merge in this situation.

Q.5 You are working on an important project report in a word processor, and your colleague, John, is also contributing to the document. However, John is concerned about making significant changes to the report and wants to explore options for saving different versions to track progress. **5 marks**

During your discussion with John, he asks, "I want to keep track of the changes we make to the project report. Can you explain the two ways to save different versions of the document, and when should I use each method?"

How would you respond, outlining the two methods and providing guidance on their practical applications?

Q.6 Discuss the process of inserting clip art and an audio clip/ sound to a slide. **5 marks**