

C 81706

(Pages : 2)

Name.....

Reg. No.....

SECOND SEMESTER B.Com./B.B.A. DEGREE EXAMINATION, APRIL 2020

(CUCBCSS—UG)

B.B.A.

BBA IIC 02—IT FOR BUSINESS AND MANAGEMENT

Time : Three Hours

Maximum : 80 Marks

Part I

Answer all questions.

Each question carries 1 mark.

1. _____ is a large computer network spans a city or a large campus.
(a) WAN. (b) LAN.
(c) MAN. (d) None of these.
2. _____ will erase text to the right.
(a) Backspace. (b) Tab.
(c) Delete. (d) None of these.
3. _____ Shortcut key for underline highlighted selection.
(a) Ctrl + V. (b) Ctrl + U.
(c) Ctrl + P. (d) None of these.
4. The file extensions of MS Excel in office Package is _____.
(a) TXT. (b) DOC.
(c) XLS. (d) None of these.
5. DSN stands for :
(a) Domain Name Service. (b) Domain Name Server.
(c) Domain Name Security. (d) None of these.
6. The Back bone of Office automation is _____ network.
7. In MS Access, data is stored in _____.
8. A box formed by the intersection of column and row is called as _____.
9. _____ is an integrated collection of logically related records and files.
10. TCP stands for _____.

(10 × 1 = 10 marks)

Turn over

Part II (Short Answer Questions)

Answer any eight questions.

Each question carries 2 marks.

11. What is E- mail ?
12. What is Information retrieval ?
13. What is an Extranet ?
14. How to insert page breaks in MS Word ?
15. How to insert rows in MS Excel ?
16. What is the use of Goal Seek in Excel ?
17. What is a Database System ?
18. What is the use of queries ?
19. What is Gopher ?
20. What is Telnet ?

(8 × 2 = 16 marks)

Part III (Short Essays)

Answer any six questions.

Each question carries 4 marks.

21. Briefly explain the page formatting in MS Word.
22. Write a short note on presenting animation in MS PowerPoint.
23. What are the features of Spreadsheet ?
24. What are the financial functions in Excel ?
25. What are the functions of Database Administrator ?
26. What are the types of queries in MS Access ?
27. What are the different types of information security control ?
28. What are the main components of WWW ?

(6 × 4 = 24 marks)

Part IV (Long Essays)

Answer any two questions.

Each question carries 15 marks.

29. What are the features of Office Automation ? Explain.
30. Explain the steps of Mail Merge.
31. Discuss the business applications of EDI.

(2 × 15 = 30 marks)