C 24703   (Pages : 3)   Name.................................

Reg. No................................

SECOND SEMESTER B.B.A. DEGREE EXAMINATION, MAY 2017

(CUCBCSS—UG)

Complementary Course

BBA IIC 02—I.T. FOR BUSINESS AND MANAGEMENT

Time : Three Hours   Maximum : 80 Marks

Part I

Answer all questions.

1. How many ways you can save a document.

    (a)   3.   (b)   4.

    (c)   5.   (d)   6.

2. Portrait and Landscape are :

    (a)   Page Orientation.   (b)   Paper Size.

    (c)   Page Layout.   (d)   All of above.

3. Which of the following Excel Screen components can NOT be turned on or off :

    (a)   Formula Bar.   (b)   Status Bar.

    (c)   Tool Bar.   (d)   None of the above.

4. When you start typing the same value as of some cells on same column, Excel automatically shows that text. This feature is known as :

    (a)   AutoFill.   (b)   AutoCorrect.

    (c)   AutoComplete.   (d)   AutoFormat.

5. Special effects used to introduce slides in a presentation are called :

    (a)   Effects.   (b)   Custom Animations.

    (c)   Transitions.   (d)   Preset Animations.

Turn over

6. The highest level in the hierarchy of data organization is called :

7. The key uniquely identifies each record is called ——————.

8. What does the terminology ISDN mean ?

9. What is the expansion of HTML ?

10. —————— is paperless document transfer between companies.

$(10 \times 1 = 10 \text{ marks})$

Part II (Short Answer Questions)

Answer any **eight** *questions.*

11. List the tabs included in the Ribbon of MS Word.

12. How to copy and paste Text in MS Word.

13. What is Cell address ?

14. Write the syntax of functions - SUM and SQRT.

15. What is Slideshow ?

16. What is Slide Transition ?

17. What are Forms in MS Access ?

18. What is filtering in MS Access ?

19. What is WWW ?

20. What is Telnet ?

$(8 \times 2 = 16 \text{ marks})$

Part III (Short Essays)

Answer any **six** *questions.*

21. How to insert symbols in word document ?

22. What is mail merge ?

23. What are the different charts in MS Excel ? Explain.

24. Explain any five financial functions used in MS Excel with their syntax.

25. Explain various ways of views and working on slides.

26. Explain how to create a database from template?

27. Explain filtering data in detail.

28. How to create index on an existing table in MS Access.

                                                    (6 × 4 = 24 marks)

Part IV (Long Essays)

Answer any **two** *questions.*

29. Explain various ways to create a presentation in power point.

30. Explain the steps in Mail Merging.

31. Explain various functions used in MS Excel with suitable illustrations.

                                                    (2 × 15 = 30 marks)