

**SECOND SEMESTER B.B.A. DEGREE EXAMINATION, MAY 2018**

(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. \_\_\_\_\_ the network that is confined to a relatively small area.  
(a) WAN. (b) LAN.  
(c) MAN. (d) None of these.
2. \_\_\_\_\_ key is used to move the cursor to the beginning of the line.  
(a) Shift. (b) Home.  
(c) Ctrl. (d) None of these.
3. \_\_\_\_\_ the Shortcut keys used to select all contents of the page.  
(a) Ctrl + A. (b) Ctrl + B.  
(c) Ctrl + C. (d) None of these.
4. \_\_\_\_\_ is a presentation software.  
(a) MS Word. (b) MS Excel.  
(c) MS PowerPoint. (d) None of these.
5. DDL stands for :  
(a) Data Description Language. (b) Data Definition Language.  
(c) Data Dictionary Language. (d) None of these.
6. Knowledge leads to \_\_\_\_\_.
7. Microsoft Excel is an \_\_\_\_\_ spreadsheet.
8. \_\_\_\_\_ is general purpose system software.
9. \_\_\_\_\_ is an electronic message sent one computer to another.
10. The \_\_\_\_\_ is a worldwide network of network.

(10 × 1 = 10 marks)

**Turn over**

**Part II (Short Answer Questions)**

*Answer any **eight** questions.*

11. What is Information Technology ?
12. What is Video Conference ?
13. What is Digital Dictation ?
14. What is word processing ?
15. What is Mail merge ?
16. How to insert a column in MS Excel?
17. What is the function DDL ?
18. What is Web browser ?
19. What is the use of Internet Protocol ?
20. What is EDI ?

(8 × 2 = 16 marks)

**Part III (Short Essays)**

*Answer any **six** questions.*

21. Briefly explain the advantages of using E-mail.
22. What are the features of word processing ?
23. Briefly explain the different views in Microsoft PowerPoint.
24. What are the advantages of spread sheet ?
25. Discuss the Database functions used in MS Excel.
26. What are the characteristics of Database ?
27. Discuss the creation of database in Microsoft Access.
28. What are the different Information Retrieval Tools ?

(6 × 4 = 24 marks)

**Part IV ( Long Essays)**

*Answer any **two** questions.*

29. What are the objectives of Office Automation ? Explain.
30. Who is DBA ? Explain the functions of DBA.
31. Discuss the facilities available on the Internet.

(2 × 15 = 30 marks)