16U225   (Pages:2)   Name...................
                                       Reg. No..............

SECOND SEMESTER B.B.A. DEGREE EXAMINATION, MAY-2017
(Regular/Supplementary/Improvement)
(CUCBCSS – UG)
CC15U BB2 C02 – IT FOR BUSINESS AND MANAGEMENT
(Complementary Course: Computer Science)
(2015 Admission Onwards)

Time: Three Hours   Maximum: 80 Marks

I.   Answer the following

1. When we cut the text, the data temporarily is stored on the ....

2. EDI stands for...............

3. .... is the protocol or set of rules which enables files to be transferred

   between computers

4. The intersection of rows and columns are called ....

5. DTP stands for.....................

6. Photocopier is also called..................

7. Which of the following is the extension name of power point presentations
   a)   .ppt   b) .xts   c) .txt   d) .jpg
8. To edit the contents of a cell in excel, we use the .... function key
   a)   F1   b) F2   c) F3   d) F4

9. DML stands for

   a) Data Modifying Language b) Data Manipulation Language

   c) Data Modulation Logic   d) None of these

10. Which of the following is not a part of word window?

    a)   Menu bar   b) Title bar   c) Tool bar   d) Formula bar

                                                      (10 x 1=10 Marks)

II .Answer all questions

11. What is Macros?

12. What do you mean by Workstations?

13. What is query?

14. What is Normal View?

15. What is URL?

(5 x 2=10 Marks)

III. Write any five questions

16. What are the objectives of Office Automation?

17. How can you create bulleted & numbered lists?

18. What is intranet? What are the advantages of intranet?

19. Explain how you would save and print slides in MS Power Point

20. How do you create a new document in MS Word?

21. What are the functions of Data Base Administrator?

22. What do you mean by auto fill? Explain with an example.

23. Write a short note on facsimile.

(5 x 4=20 Marks)

IV. Answer any five questions

24. Explain how to create, open and save a power point presentation.

25. How will you include headers & footers in a word document?

26. What is database? Explain the types of database.

27. Explain Queries, Forms and Reports in Ms-Access?

28. Discuss different financial functions available in excel.

29. Explain the main classification of printers.

30. What is EDI? What are the benefits & drawbacks of EDI?

31. Explain the process of mail merge in MS Word

(5 x 8=40 Marks)

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