17U240   (Pages: 2)   Name…………..……………

Reg. No………………..……

SECOND SEMESTER B.B.A. DEGREE EXAMINATION, APRIL 2018
(Regular/Supplementary/Improvement)

(CUCBCSS – UG)

CC15U BB2 C02 – IT FOR BUSINESS AND MANAGEMENT

(Complimentary Course - Computer Science)

(2015 Admission onwards)

Time: Three Hours   Maximum: 80 Marks

PART I
Answer *all* questions. Each question carries 1 mark.

1. ……………. deals with the application of information technology in office environments to support typical office tasks.

2. A ……………. works just like an ordinary office, but one cannot find any physical space such as buildings, rooms and other facilities in such office.

3. ……………. is an office automation technology that helps in the creation of documents which facilitate to edit, format and print documents.

4. ……………. technology allows two or more people at different locations to see and hear each other.

5. DTP stands for …………….

6. The short cut key used to select all content of a word document

   a) CTRL+S   b) CTRL+P   c) CTRL+A   d) CTRL+V

7. Who invented telegraph?

8. An example of line printer is …………….

9. The header and footer is present in ……………. tab.

10. The panel at the top of the MS-Word document is called

    a) Menu   b) Ribbon   c) Program   d) Toolbar

(10 x 1 = 10 Marks)

PART II
Answer any *eight* questions. Each question carries 2 marks.

11. What are the office devices used for handling and communicating information?

12. What is Quick Access toolbar?

13. What is an internet?

14. What is an e-mail?

15. What is query?

16. What is FTP?

17. What is an e-mail?

18. Write a short note on photographic machine?

19. Explain the characteristics of database system?

20. What is a template?   **(8 x 2 = 16 Marks)**

PART III

Answer any *six* questions. Each question carries 4 marks.

21. What is video conferencing?

22. What is mail merge? Explain the process.

23. Give a brief description relating to various office programs that are included in
    MS-Office Packages?

24. What is a domain name system?

25. What is the difference between intranet and extranet?

26. What are the objectives of office automation?

27. Explain different database function used in spread sheet.

28. What is the use of MS-ACCESS? Explain its features?

                                                    (6 x 4 = 24 Marks)

PART IV

Answer any *two* question. Each question carries 10 marks.

29. How we can create, format and print documents in Microsoft Word?

30. Explain the following.

    a) Fax b) Dot matrix printer c) Photocopier d) Daisy wheel printer

31. Explain Database system along with its content

                                                    (2 x 15 = 30 Marks)

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