18U230   (Pages: 2)   Name…………..…………

Reg. No…………..………

SECOND SEMESTER BBA DEGREE EXAMINATION, APRIL 2019

(Regular/Supplementary/Improvement)

(CUCBCSS – UG)

CC15U BB2 C02 / CC16U BB2 C02 - IT FOR BUSINESS AND MANAGEMENT

Computer Science – Complimentary Course

(2015 Admission onwards)

Time: Three Hours   Maximum: 80 Marks

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

1. To insert a chart to excel, click on _____ tab.

   a) Insert   b) Home   c) Formulas   d) View

2. _____ is a table consisting of rows and columns.

   a) Worksheet   b) Cell   c) Workbook   d) Range

3. The DBMS language component which can be embedded in a program is

   a) The data definition language (DDL).   b) The data manipulation language (DML).

   c) The database administrator (DBA).   d) A query language.

4. In ms-word the key F12 opens a

   a) Save as dialog box   b) Open dialog box

   c) Save dialog box   d) close dialog box

5. Which of the following protocol is used for e-mail services?

   a) SMAP   b) SMTP   c) SMIP   d) SMOP

6. _____ organize or summarize your data so that you can print it or view it on screen.

7. _____ is the short key for copy something from a document.

8. _____ shows movement in text and objects in a presentation slide.

9. A collection of related WebPages is called _____

10. MIS stands for _____

                                                              (10 x 1 = 10 Marks)

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

11. What is virtual office?

12. What is presentation?

13. How do you create a chart and graph in excel?

14. How do you create a table in MS Access?

15. What is IP Address?

16. What is FTP and HTTP?

17. What is database system? What are its features?

18. Discuss the mathematical functions available in MS-EXCEL.

19. Explain cell referencing in MS Excel.

20. Explain the formatting and printing documents in MS Word.

(8 x 2 = 16 Marks)

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

21. What is Templates in Ms Power point? And explain how to apply templates in your presentation.

22. Define Information Technology. What is the importance of IT?

23. What are the merits and demerits of office automation?

24. What is office automation? Explain the objectives and process of office automation?

25. What is mail merge? Explain the mail merge steps.

26. Explain slide Transition and Animation.

27. How do you format a worksheet in excel?

28. Discuss various types of queries in MS Access?

(6 x 4 = 24 Marks)

IV. Answer any *two* questions. Each question carries 15 marks.

29. What is Database and DBMS? Explain different types of Database.

30. What is EDI? Explain its objectives and advantages of it.

31. Explain the following:

   a) WWW   b) search engines   c) telnet   d) DNS

(2 x 15 = 30 Marks)

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