

15U225

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Name.....

Reg. No.....

SECOND SEMESTER B.B.A. DEGREE EXAMINATION, JUNE 2016
(CUCBCSS – UG)

(Complementary Course: Computer Science)

CC15U BB2 C02 – IT for Business and Management

(2015 Admission)

Time: Three Hours

Maximum: 80 Marks

I. Answer the following

1. Microsoft excel has a set of prewritten formulas called
2. DBA stands for.....
3. F5 function key is used to
4. In MS Access,is a form in which the same data is displayed in two views simultaneously
5. HTTP stands for.....
6. is a real time internet based chat service, in which one can find live participants from the world over
7. PMT (rate,, pv, fv, type)
a) values b) nper c) ipmt d) irr
8. A word can be paste with CTRL + function key
a) C b) V c) B d) I
9. In MS Access, which of the following is used to retrieve specific data from a database?
a) Tables b) Forms c) Queries d) Reports
10. A work book may contain
a) One worksheet b) Two worksheet
c) Three worksheet d) Four worksheet

(10 x 1=10 Marks)

II .Answer all questions

11. What is FTP?
12. What do you mean by Goal seek?
13. What is quick access tool bar?
14. What do you mean by fields and records in MS Access?
15. What do you mean by filtering?

(5 x 2=10 Marks)

III. Write any five questions

16. What are the advantages of Office Automation?
17. Discuss STDEV and CORREL functions.
18. What is extranet? What are the advantages of intranet?
19. What do you mean by DBMS? What are its functions?
20. How do you create a new document in MS Word?
21. What do you mean by freezing and unfreezing panes in MS Excel?
22. What do you mean by auto fill? Explain with an example.
23. How do you insert headers and footers in MS Word?

(5 x 4=20 Marks)

IV. Answer any five questions

24. Explain how you insert images, clip art and word art in a power point presentation.
25. How can you check spelling mistake in a word document?
26. Explain the process of mail merge in MS Word
27. Explain in detail the steps for creating a table in design view.
28. Discuss different statistical functions available in excel.
29. Explain various facilities available on the internet.
30. What is database? Explain the types of database.
31. Explain how you would prepare forms using wizard.

(5 x 8=40 Marks)
