

19U230S

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Name.....

Reg. No.....

SECOND SEMESTER B.B.A. DEGREE EXAMINATION, APRIL 2020

(CUCBCSS – UG)

(Supplementary/Improvement)

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

(Computer Science - Complimentary Course)

(2015 to 2018 Admissions)

Time: Three Hours

Maximum: 80 Marks

PART I

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

1. Command is used to find word or piece of text in a word document.
2. Computer to computer exchange of business documents are called
3. A power Point presentation is made up of
4. An excel workbook is a collection of
5. RDBMS stands for
6. The panel at the top of the MS word documents is called
a) Menu b) Ribbon c) Program d) Toolbar
7. In MS-Access, this is used to retrieve specific data from a database and answer questions about the data.
a) Tables b) Forms c) Queries d) Reports
8. The collection of information stored in a database at particular moment is called a
a) Schema b) Instance of the database
c) Data domain d) Independence
9. Keyword is used to find the number of values in a column.
a) TOTAL b) COUNT c) ADD d) SUM
10. Hyperlink can be
a) Text b) Drawing object c) Pictures d) All of these

(10 x 1 = 10 Marks)

PART II

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

11. What is a Quick Access toolbar?
12. What is intranet?
13. What is a search engine?

14. What do you mean by slide transition?
15. Why office automation is needed?
16. What is FTP.
17. What is QUERY?
18. Who is Data Base Administrators?
19. What is Domain name?
20. What is template?

(8 x 2 = 16 Marks)

PART III

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

21. What are the most commonly used office communication methods?
22. How to create, format and print the documents in MS Word?
23. Explain about goal seek scenario management function in excel.
24. What is office automation? Explain objectives and process of office automation.
25. What is internet? What are its possibilities for business communication?
26. What is mail merge? Explain its steps.
27. How do you create a table in MS Access?
28. What is EDI? Explain the business applications of EDI.

(6 x 4 = 24 Marks)

PART IV

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

29. What is DBMS? Explain its components.
30. Give a brief description relating to various office programs that are included in MS Office packages.
31. What is spreadsheet? Explain its functions.

(2 x 15 = 30 Marks)
