

C 41784

(Pages : 3)

Name.....

Reg. No.....

SECOND SEMESTER B.B.A. DEGREE EXAMINATION, APRIL/MAY 2013

(CCSS)

BB IIC 02—I.T. FOR BUSINESS MANAGEMENT

Time : Three Hours

Maximum : 30 Weightage

Part A

*This part consists of **three** bunches of questions carrying equal weightage of $\frac{1}{4}$.
Each bunch consists of **four** objective type questions. Answer **all** the questions.*

I. Choose the most appropriate answer :

- 1 To edit the contents of a cell in Excel, we use the _____ function key.
(a) F₁. (b) F₂.
(c) F₃. (d) F₄.
- 2 A statement prepared to check the arithmetical accuracy of books of accounts kept is :
(a) Trading account. (b) Profit and loss account.
(c) Balance Sheet. (d) Trial Balance.
- 3 Which one the following commands displays a preview on screen of what you wish to print ?
(a) Preview. (b) Print Preview.
(c) Page Preview. (d) Document Preview.
- 4 Which of the following is the extension name of PowerPoint presentation ?
(a) .ppt. (b) xls.
(c) .pnt. (d) None of these.

II. Fill in the blanks :—

- 5 Excel is a _____ package that can be used for financial calculations, analysis and creating graphs.
- 6 _____ is an integrated collection of logically related records and files.
- 7 Mail merge requires two things ; creating main document and _____.
- 8 _____ is a network of computers in a small area.

Turn over

III. Match the following :—

- | A | B |
|--|------------------|
| 9 This is the first page of a website | (a) Mail merge. |
| 10 It is a method by which you can access file, software and information from a remote computer using internet | (b) Chart. |
| 11 It is a picture showing data | (c) Home page. |
| 12 This features can be used to sent the same matter to multiple people | (d) Downloading. |
- (12 × ¼ = 3 weightage)

Part B

*Answer the following in one or two sentences each.
Each question carries a weightage of 1.
Answer **all** the questions.*

- 13 What is LAN ?
- 14 What is Desk Top Publishing ?
- 15 What is EDI ?
- 16 What is a spreadsheet ?
- 17 How will you identify rows and columns in an Excel worksheet ?
- 18 What is presentation software ?
- 19 Define a Query in MS Access.
- 20 What are attributes ?
- 21 What do you mean by a Company in Tally ?

(9 × 1 = 9 weightage)

Part C

*Answer any **five** in one or two paragraph each.
Each question carries a weightage of 2.*

- 22 How Account Groups differ from Ledger Accounts.
- 23 Write a short note on facsimile.
- 24 What do you mean by File Transfer Protocol ? Name the advantages of FTP.
- 25 Explain how to create a new document in MS Word.
- 26 Briefly explain the functions of Slide Show view in MS PowerPoint.

- 27 What are the points to be borne in mind while planning to create a new database ?
- 28 Mention the components of DBMS.

(5 × 2 = 10 weightage)

Part D

*Answer any two questions.
Each question carries a weightage of 4.*

- 29 (a) What is World Wide Web ?
- (b) -What is the difference between a LAN, MAN AND WAN ?
- 30 What is Telex ? What are its advantages ?
- 31 Explain how the following actions can be done in MS PowerPoint.
- (a) Creating a new presentation.
 - (b) Opening an existing presentation.
 - (c) Saving a Presentation with a different name.
 - (d) Changing the text alignment.
 - (e) Changing the background colour.

(2 × 4 = 8 weightage)