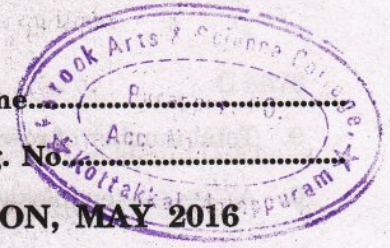


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Name.....  
Reg. No.....



**SECOND SEMESTER B.B.A. DEGREE EXAMINATION, MAY 2016**

(CUCBCSS—UG)

Complementary Course

**BBA IIC 02—IT FOR BUSINESS AND MANAGEMENT**

Time : Three Hours

Maximum : 80 Marks

**Part I**

*Answer all questions.*

1. In Microsoft word drop cap is situated in \_\_\_\_\_ menu.  
(a) Format. (b) Tools.  
(c) Edit. (d) View.
2. The file extensions of MS Excel in office package is \_\_\_\_\_.  
(a) DOC. (b) TXT.  
(c) XLS. (d) PDF.
3. \_\_\_\_\_ is a presentation software.  
(a) MS Word. (b) MS Excel.  
(c) Outlook. (d) MS PowerPoint.
4. \_\_\_\_\_ is the full form of URL.  
(a) Universal Resource Locator. (b) Uniform Resource Locator.  
(c) Unified Resource Locator. (d) Universal Random Locator.
5. The technique and process of searching, recovering, and interpreting information from large amounts of stored data is called \_\_\_\_\_.  
(a) Browsing. (b) Chatting.  
(c) Information Retrieval. (d) Desktop Publishing.
6. Thesaurus tool in MS Word is used for :
7. Special effects used to introduce slides in a presentation are called :
8. The default font used in Excel is :

**Turn over**

9. Total number of rows in Excel.
10. A \_\_\_\_\_ enables you to view data from a table based on a specific criterion.

(10 × 1 = 10 marks)

### Part II (Short Answer Questions)

Answer any **eight** questions.

11. What is TCP ?
12. What is Extranet ?
13. What is Office Automation ?
14. What is Page layout ?
15. What is Electronic spreadsheet ?
16. What is relative referencing in MS Excel ?
17. What is animation of slides ?
18. What is Rehearse Timings ?
19. What is sorting in MS Access ?
20. What is the use of Design View in MS Access ?

(8 × 2 = 16 marks)

### Part III (Short Essays)

Answer any **six** questions.

21. How to format a document ?
22. What is indention ?
23. How to create charts in MS Excel ?
24. Explain any five logical functions used in MS Excel.
25. Explain various methods to create slides.
26. What is Master slide and what is its use ?
27. What is a form and list various modes to creating forms ?
28. Explain various business application of Internet.

(6 × 4 = 24 marks)

**Part IV (Long Essays)**

*Answer any two questions.*

29. Explain the description of Data types used in MS Access.
30. Write a note on EDI. What are the advantages and limitations of EDI ?
31. Explain various functions used in MS Excel with suitable illustrations.

(2 × 15 = 30 marks)