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Name.....

Reg. No.....

**SECOND SEMESTER (CUCBCSS—UG) DEGREE EXAMINATION, MAY 2019**

**B.B.A.**

**BBA IIC 02—I.T. FOR BUSINESS AND MANAGEMENT**

Time : Three Hours

Maximum : 80 Marks

**Part I**

*Answer all questions.*

1. \_\_\_\_\_ displays the name of the document and application on which we are currently working in MS Word.  
(a) Ribbon. (b) Title bar.  
(c) Status bar. (d) View tool bar.
2. Short cut keys to select all contents of the page in MS Word :  
(a) Ctrl + S. (b) Ctrl + A.  
(c) Ctrl + C. (d) Ctrl + O.
3. The number of rows in the MS Excel Worksheet is \_\_\_\_\_.  
(a) 1048576. (b) 1048765.  
(c) 1048567. (d) 1048657.
4. \_\_\_\_\_ is a value in one table that must match the primary key in another table.  
(a) Foreign Key. (b) Function Key.  
(c) Enter Key. (d) None of these.
5. WWW stands for \_\_\_\_\_.  
(a) Wide World Web. (b) Web World Wide.  
(c) World Web Wide. (d) World Wide Web.
6. \_\_\_\_\_ is the horizontal bar at the bottom of an active window that gives details about the active document.
7. In MS power Point, slide show view displays a \_\_\_\_\_ slide at a time at full screen size.
8. In MS Access, data is stored in \_\_\_\_\_.
9. \_\_\_\_\_ address of Microsoft is Microsoft.com.
10. \_\_\_\_\_ is an electronic message sent one computer to another.

(10 × 1 = 10 marks)

**Turn over**

**Part II (Short Answer Questions)**

*Answer any eight questions.*

11. Name the components of e-mail message.
12. What is Information Technology ?
13. What do you mean by draft document ?
14. What is power point ?
15. What do you mean by rehearsing a slide show ?
16. What is the use of formula bar in MS Excel ?
17. What is Primary Key ?
18. What is the purpose of datasheet in MS Access ?
19. What is IP Address ?
20. What is Extranet ?

(8 × 2 = 16 marks)

**Part III (Short Essays)**

*Answer any six questions.*

21. Explain the characteristics of word processor.
22. How to insert Excel data in a word document ?
23. Explain the steps of inserting Current date and time in Power Point.
24. What are the functions of DBA ?
25. Discuss the steps in the creation of database in MS Access.
26. What is a form ? What are the uses of form ?
27. Describe the various tools used in Internet.
28. Discuss the basic functions of E-mail system.

(6 × 4 = 24 marks)

**Part IV (Long Essays)**

*Answer any two questions.*

29. Discuss the objectives of Office Automation.
30. Explain the Mathematical and statistical functions used in MS Excel.
31. Discuss the objective, benefits and applications of EDI.

(2 × 15 = 30 marks)