

D 43137

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Name.....

Reg. No.....

SECOND SEMESTER B.B.A. DEGREE EXAMINATION, MAY 2018

(CUCBCSS—UG)

Complementary Course

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

Time : Three Hours

Maximum : 80 Marks

Part I

Answer all questions.

1. _____ the network that is confined to a relatively small area.
(a) WAN. (b) LAN.
(c) MAN. (d) None of these.
2. _____ key is used to move the cursor to the beginning of the line.
(a) Shift. (b) Home.
(c) Ctrl. (d) None of these.
3. _____ the Shortcut keys used to select all contents of the page.
(a) Ctrl + A. (b) Ctrl + B.
(c) Ctrl + C. (d) None of these.
4. _____ is a presentation software.
(a) MS Word. (b) MS Excel.
(c) MS PowerPoint. (d) None of these.
5. DDL stands for :
(a) Data Description Language. (b) Data Definition Language.
(c) Data Dictionary Language. (d) None of these.
6. Knowledge leads to _____.
7. Microsoft Excel is an _____ spreadsheet.
8. _____ is general purpose system software.
9. _____ is an electronic message sent one computer to another.
10. The _____ is a worldwide network of network.

(10 × 1 = 10 marks)

Turn over

Part II (Short Answer Questions)

Answer any eight questions.

11. What is Information Technology ?
12. What is Video Conference ?
13. What is Digital Dictation ?
14. What is word processing ?
15. What is Mail merge ?
16. How to insert a column in MS Excel?
17. What is the function DDL ?
18. What is Web browser ?
19. What is the use of Internet Protocol ?
20. What is EDI ?

(8 × 2 = 16 marks)

Part III (Short Essays)

Answer any six questions.

21. Briefly explain the advantages of using E-mail.
22. What are the features of word processing ?
23. Briefly explain the different views in Microsoft PowerPoint.
24. What are the advantages of spread sheet ?
25. Discuss the Database functions used in MS Excel.
26. What are the characteristics of Database ?
27. Discuss the creation of database in Microsoft Access.
28. What are the different Information Retrieval Tools ?

(6 × 4 = 24 marks)

Part IV (Long Essays)

Answer any two questions.

29. What are the objectives of Office Automation ? Explain.
30. Who is DBA ? Explain the functions of DBA.
31. Discuss the facilities available on the Internet.

(2 × 15 = 30 marks)