C 81706

(Pages : 2)

Name...................................

Reg. No......*12*...................

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

(CUCBCSS—UG)

B.B.A.

BBA IIC 02—IT FOR BUSINESS AND MANAGEMENT

Time : Three Hours

Maximum : 80 Marks

Part I

Answer all questions.
Each question carries 1 mark.

1. ———— is a large computer network spans a city or a large campus.

   (a) WAN.

   (b) LAN.

   (c) MAN.

   (d) None of these.

2. ———— will erase text to the right.

   (a) Backspace.

   (b) Tab.

   (c) Delete.

   (d) None of these.

3. ———— Shortcut key for underline highlighted selection.

   (a) Ctrl + V.

   (b) Ctrl + U.

   (c) Ctrl + P.

   (d) None of these.

4. The file extensions of MS Excel in office Package is ————.

   (a) TXT.

   (b) DOC.

   (c) XLS.

   (d) None of these.

5. DSN stands for :

   (a) Domain Name Service.

   (b) Domain Name Server.

   (c) Domain Name Security.

   (d) None of these.

6. The Back bone of Office automation is ———— network.

7. In MS Access, data is stored in ————.

8. A box formed by the intersection of column and row is called as ————.

9. ———— is an integrated collection of logically related records and files.

10. TCP stands for ————.

(10 × 1 = 10 marks)

Turn over

Part II (Short Answer Questions)

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

11. What is E- mail ?
12. What is Information retrieval ?
13. What is an Extranet ?
14. How to insert page breaks in MS Word ?
15. How to insert rows in MS Excel ?
16. What is the use of Goal Seek in Excel ?
17. What is a Database System ?
18. What is the use of queries ?
19. What is Gopher ?
20. What is Telnet ?

(8 × 2 = 16 marks)

Part III (Short Essays)

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

21. Briefly explain the page formatting in MS Word.
22. Write a short note on presenting animation in MS PowerPoint.
23. What are the features of Spreadsheet ?
24. What are the financial functions in Excel ?
25. What are the functions of Database Administrator ?
26. What are the types of queries in MS Access ?
27. What are the different types of information security control ?
28. What are the main components of WWW ?

(6 × 4 = 24 marks)

Part IV (Long Essays)

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

29. What are the features of Office Automation ? Explain.
30. Explain the steps of Mail Merge.
31. Discuss the business applications of EDI.

(2 × 15 = 30 marks)