

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.

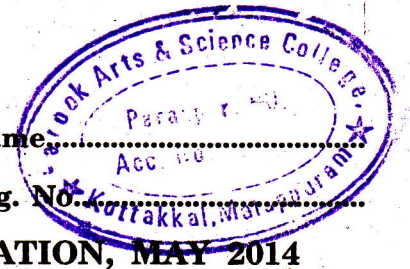
(2 × 4 = 8 weightage)

C 62658

(Pages : 2)

Name:

Reg. No.



SECOND SEMESTER B.B.A. DEGREE EXAMINATION, MAY 2014

- (U.G.—CCSS)

Complementary Course

BB II C02—I.T. FOR BUSINESS MANAGEMENT

Time : Three Hours

Maximum : 30 Weightage

Part A

Answer all twelve questions.

I. Fill in the blanks :

- 1 _____ system components is responsible for ensuring that the system is working to fulfill its objective.
- 2 In terms of a system, finished products and information are examples of _____.
- 3 _____ exchanges between a system and other systems or a system and any external agencies.
- 4 A _____ system that responds to changes in the environment and modifies its operation accordingly.

II. Match the following :

- | | |
|-------------|-----------------|
| 5 email | (a) VSNL. |
| 6 Antivirus | (b) Xerox. |
| 7 Copier | (c) yahoo mail. |
| 8 ISDN | (d) Norton. |

III. State True or False :

9. A type of business information system that provides summaries of transaction data on a regular basis is called an MIS system.
10. Computers require programs, which are lists of specific instructions, in order to carry out their work.
11. The focus of IT is to incorporate new, cutting-edge technologies into existing business processes.
12. Re-engineering is a process that involves making small, detail-oriented changes in business processes to improve the way an organization does business.

(12 × ¼ = 3 weightage)

Turn over

Part B

Answer the following in one or two sentences each.

Answer all questions.

Each question carries a weightage of 1.

13. What is font ?
14. Define Cell address.
15. Define DBMS.
16. What is a unique constraint ?
17. What is word processor ?
18. What is presentation software ?
19. What are the benefits of using worksheet in preparing financial statement ?
20. What is FBT in Tally refers to ?
21. Where do you get product info in Tally software ?

(9 × 1 = 9 weightage)

Part C

Short Essay or Paragraph Question.

Answer any five questions.

Each question carries a weightage of 2.

22. What are the disadvantages of computerized accounting software ?
23. Define action buttons in MS Powerpoint.
24. Explain base currency particulars in Tally software.
25. Differentiate Primary and Secondary key.
26. Describe delivery challans in Tally software.
27. What are the advantages of a database management system ?
28. What is the procedure of finding and replacing a word in MS Word ?

(5 × 2 = 10 weightage)

Part D

Essay Questions.

Answer any two questions.

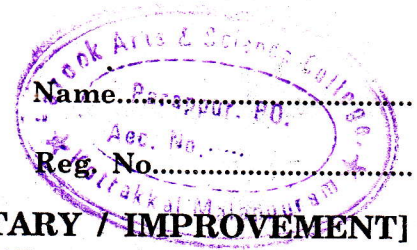
Each question carries a weightage of 4.

29. Briefly write functionalities of different OSI layers.
30. Explain MS Office themes.
31. Describe statistical & logical functions of in MS Excel.

(2 × 4 = 8 weightage)

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(Pages : 3)



**SECOND SEMESTER B.B.A. DEGREE [SUPPLEMENTARY / IMPROVEMENT]
EXAMINATION, APRIL/MAY 2015**

(UG—CCSS)

Complementary Course

BB IIC 02—IT FOR BUSINESS MANAGEMENT

Time : Three Hours

Maximum : 30 Weightage

Part A

*This part consists of three bunches of questions carrying equal weightage of 1/4.
Each bunch consists of four objective type questions.
Answer all the questions.*

I. Choose the most appropriate answer :

- 1 Returns the net present value of an investment based on a discount rates, series of future payments and income.
(a) IPMT. (c) NPV.
(b) ISPMT. (d) PMT.
- 2 Which of the following is the extension name of MS Access ?
(a) .xml. (c) .mdb.
(b) .ppt. (d) .doc.
- 3 Text entered into a cell is _____ alignment automatically.
(a) Left. (c) Right.
(b) Center. (d) Justify.
- 4 VPN stands for _____.
(a) Vertical Point Network. (c) Visible Area Network.
(b) Virtual Private Network. (d) None of these.

II. Fill in the blanks :—

- 5 A cell address is formed by column letter and _____.
- 6 An Excel document is referred to as a _____.
- 7 By default, the font size in MS Word is _____.
- 8 Power Point is a _____ package.

Turn over

III. Match the following :—

A	B
9 IRR	— (a) Network.
10 MIN	— (b) Query.
11 DELETE	— (c) Statistical function.
12 LAN	— (d) Financial function.

(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 Define telex.
- 15 Define ALTER query in MS Access.
- 16 How to insert date and time in MS Word ?
- 17 What is hyperlink ?
- 18 Define DNS.
- 19 What is computerized accounting ?
- 20 What is word processing ?
- 21 What is drag and drop ?

(9 × 1 = 9 weightage)

Part C

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

- 22 What are the objectives of office automation ?
- 23 Define any three financial functions in MS Excel.
- 24 What are the steps for recording narration in power point presentation ?
- 25 How can insert a hyperlink in a slide ?
- 26 What is authentication ? How can create a login and password in MS Access ?
- 27 Explain about search engine. Write any two popular search engines.
- 28 What is cashflow and fundsflow statements ?

(5 × 2 = 10 weightage)

Part D

Answer any two questions.

Each question carries a weightage of 4.

29 What are the different types of Computer Network ? Write briefly about VPN and ISDN.

30 Define Internet and its possibilities for business communication.

31 Define DBMS and its components. Write any *three* popular RDBMS packages.

(2 × 4 = 8 weightage)

SECOND SEMESTER B.B.A. DEGREE EXAMINATION, MAY 2015

(CUCBCSS—UG)

Complementary Course

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

Time : Three Hours

Maximum : 80 Marks

Part I*Answer all questions.*

1. An Internet communications protocol programs that enables a computer to function as a terminal working from a remote computer.
 - (a) Telnet.
 - (b) Email.
 - (c) EDI.
 - (d) FTP.
2. _____ is an example for a database.
 - (a) VB.
 - (b) Java.
 - (c) MS Access.
 - (d) MS Word.
3. A _____ is a software system that is designed to search for information on the World Wide Web.
 - (a) Search engine.
 - (b) DBA.
 - (c) EDI.
 - (d) None of these.
4. Expansion of WWW.
 - (a) Watch Web Widely.
 - (b) World Wide Web.
 - (c) Watch World Web.
 - (d) None of the above.
5. The short cut key used to select all contents from a word document :
 - (a) CTRL S.
 - (b) CTRL C.
 - (c) CTRL A.
 - (d) CTRL P.
6. The Microsoft Excel _____ function returns the depreciation of an asset for a given time period based on the sum-of-years' digits depreciation method.
7. An _____ is a numerical label assigned to each device (e.g., computer, printer) participating in a computer network.
8. _____ is the electronic interchange of business information using a standardized format.

Turn over

9. _____ perform Internet Protocol blocking to protect networks from unauthorized access.
10. _____ is a computer language aimed to store, manipulate, and query data stored in relational databases.

(10 × 1 = 10 marks)

Part II (Short Answer Questions)

Answer any eight questions.

11. What is a query ?
12. What is internet ?
13. Explain the characteristics of Database System.
14. Explain the CORREL function in spreadsheet.
15. Write a note on EMAIL.
16. Write a note on Domain Name System .
17. What is FTP ?
18. Explain the purpose of mail merge in document.
19. Write a note on Bulletin board system.
20. Explain the function ROMAN in spreadsheet.

(8 × 2 = 16 marks)

Part III (Short Essays)

Answer any six questions.

21. Explain DBA with its role and functionality.
22. Explain the Goal Seek functionality in Excel.
23. Write a note on internet addressing and its architecture.
24. Explain the different Database function used in Spread sheet.
25. What is the use MS Access? Explain its features.
26. Explain the different types of queries in MS Access.
27. Explain the following :
 - (a) Telepresence system.
 - (b) Search Engine.
 - (c) Extranet.
28. Difference between Intranet and Extranet.

(6 × 4 = 24 marks)

Part IV (Long Essay)

Answer any two questions.

29. Write a note on Power point Presentation and its uses. Explain any 8 features that can be implemented in Power Point Presentation.
30. Explain the Electronic Data Interchange in detail.
31. Explain database System along with its components.

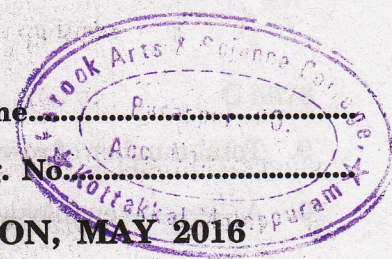
(2 × 15 = 30 marks)

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(Pages : 3)

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)



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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)

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(Pages : 2)

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)

C 81706

(Pages : 2)

Name.....

Reg. No.

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)

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(Pages : 3)

Name.....

Reg. No.....

**SECOND SEMESTER (CUCBCSS—UG) DEGREE EXAMINATION
APRIL 2021**

B.B.A.

BBA II C 02—I.T. FOR BUSINESS AND MANAGEMENT

Time : Three Hours

Maximum : 80 Marks

Part I

*Answer all questions.
Each question carries 1 mark.*

1. How many tabs in MS word Ribbon ?
 - (a) 5.
 - (b) 6.
 - (c) 7.
 - (d) 8.
2. Short cut keys used in the MS Word to cut the selected text :
 - (a) Ctrl + C.
 - (b) Ctrl + T.
 - (c) Ctrl + V.
 - (d) Ctrl + X.
3. By default there are _____ worksheets in an excel file.
 - (a) 1.
 - (b) 2.
 - (c) 3.
 - (d) 4.
4. _____ is a field or combination of fields that uniquely identify each record in a table
 - (a) Foreign Key.
 - (b) Function Key.
 - (c) Primary key.
 - (d) None of the above.
5. TCP stands for :
 - (a) Transmission Control Program.
 - (b) Transmission Control Protocol.
 - (c) Transfer Control Protocol.
 - (d) None of the above.
6. _____ button is the button that magnifies or reduces the contents in the document window.
7. _____ is the full form of URL.

Turn over

8. Each file in a MS Excel is known as _____.
9. _____ is an organized collection of records.
10. _____ is responsible for ensuring the packets are sent to the right destination.

(10 × 1 = 10 marks)

Part II (Short Answer Questions)

*Answer any **eight** questions.*

Each question carries 2 marks.

11. What is video conferencing ?
12. What are the different ways of document views ?
13. Specify the default font type, colour, size of heading and size of body of Power Point.
14. Name any *four* database function used in MS Excel.
15. What is Spreadsheet ?
16. Define DBMS.
17. What is Query ?
18. What is foreign Key ?
19. What is Telnet ?
20. What is File Transfer Protocol ?

(8 × 2 = 16 marks)

Part III (Short Essays)

*Answer any **six** questions.*

Each question carries 4 marks.

21. Describe mail merge.
22. Explain the steps to insert pictures in MS PowerPoint.
23. Explain the steps to insert slide numbers in Power Point.
24. Explain the formatting of MS Excel worksheet.
25. Describe the steps for designing and running queries in MS Access.
26. Discuss formatting and printing of reports.

27. What are the main components of WWW ?
28. What are the business applications of EDI ?

(6 × 4 = 24 marks)

Part IV (Long Essays)

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

29. Discuss the presentation creation and views in Power Point.
30. Discuss the characteristics and components of Database system.
31. What are the various Internet tools ? Discuss.

(2 × 15 = 30 marks)