

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BBA DEGREE EXAMINATION MAY 2024
(Second Semester)

Branch – BUSINESS ADMINISTRATION (INFORMATION SYSTEMS)

COMPUTER APPLICATIONS IN MANAGEMENT

Time: Three Hours

Maximum: 50 Marks

SECTION-A (5 Marks)

Answer ALL questions

ALL questions carry EQUAL marks

(5 x 1 = 5)

- 1 Microsoft word is _____ software.
(i) Application (ii) Compiler
(iii) System (iv) Programming
- 2 In MS PowerPoint presentations, the designs regulate the layout and formatting for the slide. These are commonly known as:
(i) Blueprints (ii) Placeholders
(iii) Templates (iv) Design Plates
- 3 Which of the following format you can decide to apply or not in AutoFormat dialog box?
(i) Number format (ii) Border format
(iii) Font format (iv) All of the above
- 4 If a number of instructions are repeating through the main program, then to reduce the length of the program, _____ is used.
(i) Procedure (ii) Subroutine
(iii) Macro (iv) None of the above
- 5 What is the full form of DBMS?
(i) Data of Binary Management System
(ii) Database Management System
(iii) Database Management Service
(iv) Data Backup Management System

SECTION - B (15 Marks)

Answer ALL Questions

ALL Questions Carry EQUAL Marks

(5 x 3 = 15)

- 6 a Explain the editing and formatting options available in Ms-Word.
OR
b State the procedure for importing graphics in Ms-Word.
- 7 a Outline the steps followed to set up password protection for a presentation.
OR
b How do you insert audio and video files in a power point presentation?
- 8 a Explain about date and time functions in Excel.
OR
b Describe about pivot tables.

Cont...

- 9 a How do you create macro using VBA editor.
OR
b Explain about assigning macros to objects.
- 10 a Explain about creating a New Database.
OR
b Outline primary key relationship in detail.

SECTION -C (30 Marks)

Answer ALL questions

ALL questions carry EQUAL Marks

(5 x 6 = 30)

- 11 a Outline the different ways to insert table in detail.
OR
b Explain the process of mail merge in Ms-word.
- 12 a Distinguish between animation and transition effects in PowerPoint.
OR
b Examine the various menus and tool bars available in Power Point.
- 13 a Examine the logical functions in Excel with illustrations.
OR
b Discuss about the mathematical functions in Excel with examples.
- 14 a Differentiate between absolute references and relative references.
OR
b Outline excel macro using forms.
- 15 a Summarize creating mailing labels with the label wizard.
OR
b Enumerate the steps involved in creating a Report with the Report Wizard.

Z-Z-Z

END