

PSG COLLEGE OF ARTS & SCIENCE  
(AUTONOMOUS)

BBA DEGREE EXAMINATION DECEMBER 2023  
(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 A new presentation in Powerpoint can be created from \_\_\_\_\_.  
(i) Blank Presentation (ii) From Existing Presentation  
(iii) From Design Template (iv) All of above
- 3 In MS Excel, the intersection of a column and a row in a worksheet is called \_\_\_\_\_.  
(i) Box (ii) Cell  
(iii) Range (iv) Page Break
- 4 What is a Excel Macro in VBA?  
(i) A type of variable (ii) Instructions to automate a task  
(iii) A data structure (iv) A loop with set of statements
- 5 In Database table, \_\_\_\_\_ uniquely identifies each record.  
(i) Record key (ii) Composite key  
(iii) Foreign key (iv) Primary key

SECTION - B (15 Marks)

Answer ALL Questions

ALL Questions Carry EQUAL Marks (5 x 3 = 15)

- 6 a Discuss briefly on the method of creating Table in MS-Word.  
OR  
b Describe briefly the steps in using ClipArt and inserting Picture in MS-Word.
- 7 a Explain briefly about the use of Auto content wizard in MS-Powerpoint.  
OR  
b Discuss briefly on the way of inserting audio and video files in MS-Powerpoint.
- 8 a Describe briefly the method of using Formula and its advantages in MS-Excel.  
OR  
b Explain the purpose of any three Mathematical Functions in MS-Excel.
- 9 a Discuss on the way of assigning Macros to objects and running a Macro.  
OR  
b Describe briefly about Excel Macros using Forms.
- 10 a Explain the method of creating and sorting a Query.  
OR  
b Discuss on the way of creating Mailing Labels with Label wizard.

Cont...

**SECTION -C (30 Marks)**

Answer ALL questions

ALL questions carry EQUAL Marks

(5 x 6 = 30)

11 a Explain the Editing and Formatting features in MS-Word.

OR

b Describe about the functioning of Mail Merge feature in MS-Word.

12 a Discuss on the method of creating a Powerpoint presentation using blank presentation.

OR

b Explain the method of applying Transition and Animation effects.

13 a Describe the basics of Excel Worksheet, entering, editing data and using Cell range.

OR

b Discuss on the steps in creating Charts in MS-Excel.

14 a Explain Absolute and Relative references in Excel Macros.

OR

b Describe the basics of Excel Macros and Macros in single workbook.

15 a Discuss on the basics of Database, the way of creating a new Database and a Table and modifying the Table.

OR

b Explain the method of creating a Form with Form wizard and a Report with Report wizard.

Z-Z-Z

END