PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BBA DEGREE EXAMINATION MAY 2022
(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　Background colour or effects applied on a document is not visible in _____.
　　(i) Web layout view　　　　　　　　(ii) Print preview
　　(iii) Print layout view　　　　　　　(iv)Reading view

2　What is the keyboard shortcut to perform 'Redo' operation in MS-Power Point?
　　(i) Ctrl+R　　　　　　　　　　　(ii) Ctrl+Z
　　(iii) Ctrl+Y　　　　　　　　　　(iv) Ctrl+R

3　What type of chart is useful for comparing values over categories?
　　(i) Pie Chart　　　　　　　　　　(ii) Column Chart
　　(iii)Line Chart　　　　　　　　　(iv)Dot Graph

4　An Excel file is generally called a / an :
　　(i) E-Spreadsheet　　　　　　　　(ii) Worksheet
　　(iii) Workbook　　　　　　　　　(iv) Sheet

5　In which of the following formats data is stored in the database management system?
　　(i) Image　　　(ii)Text　　　(iii)Table　　　(iv)Graph

SECTION - B (15 Marks)
Answer ALL Questions
ALL Questions Carry EQUAL Marks　　　(5 x 3 = 15)

6　a)　Outline the word basic tool bar.
　　　　　　　　　　　　(OR)
　　b)　Explain the various steps in Graphics importing.

7　a)　Describe the steps involving to creating PPT presentation.
　　　　　　　　　　　　(OR)
　　b)　Classify the editing and formatting text in power point.

8　a)　Summarise the procedure to entering and editing the Excel.
　　　　　　　　　　　　(OR)
　　b)　Classify the data integration and transformation in detail.

9　a)　Describe the association rule mining in detail.
　　　　　　　　　　　　(OR)
　　b)　How to finding frequent item sets in DM?

10 a) Explain the data mining for business applications.

(OR)

b) Narrate analytics role of data scientists.

SECTION -C (30 Marks)
Answer ALL questions
ALL questions carry EQUAL Marks   (5 x 6 = 30)

11 a) Elucidate the mail merge option in MS Word with example.

(OR)

b) Classify the steps to insert header and footers in document.

12 a) Enumerate the creating the power point presentation in details.

(OR)

b) Point out the inserting audio and video files.

13 a) Enumerate the entering and editing data in worksheet with example.

(OR)

b) Discuss the Excel mathematical functions with example.

14 a) Classify the Macros in single workbook in detail.

(OR)

b) Point out creating a macro using VBA editor.

15 a) Examine the Database creating and working with example.

(OR)

b) Elucidate the steps involving to create the report wizard? Explain.

Z-Z-Z END