PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BBA DEGREE EXAMINATION DECEMBER 2019
(Second Semester)

Branch - **BUSINESS ADMINISTRATION (INFORMATION SYSTEMS)**

COMPUTER APPLICATIONS IN MANAGEMENT

Time: Three Hours   Maximum: 75 Marks

SECTION-A (10 Marks!
Answer **ALL** questions
ALL questions carry **EQUAL** marks   (10 x 1 = 10)

1   Which file starts MS Word?
(i)   winword.exe   (ii) word.exe
(iii)   msword.exe   (iv) word2003.exe

2   To view headers and footers you must switch to_____ .
(i)   normal view   (ii) print layout view
(iii)   print preview mode   (iv) Both (ii) and (iii)

3   _____controls all the main slide control tasks for you presentation.
(i)   Task Pane   (ii) Task Bar
(iii)   Control Panel   (iv) None of the above

4   What power point feature will you use to apply motion effects to different objects of a slide?
(i)   Slide Transition   (ii) Slide Design
(iii)   Animation Objects   (iv) Animation Scheme

5   You can use the formula palette to_____ .
(i) format cells containing numbers (ii) format cells containing numbers
(iii) enter assumption data   (iv) copy a range of cells

6   What do you mean by a workspace?
(i)   Group of columns   (ii) Group of worksheets
(iii)   Group of Rows   (iv) Group of workbooks

7   What is the shortcut key for launching the macros dialog box?
(i) Alt+F8   (ii) Ctrl+F8
(iii) Ctrl+Shift+M   (iv) Alt+M

8   The properties window plays an important role in the development of visual basic applications. It is mainly used_____.
(i)   to change how objects look and feel
(ii)   when opening programs stored on a hard drive
(iii) to allow developer to graphically design program components
(iv)   to set program related options like program name, program location etc.

9   The scheme for hierarchical database is_____ .
(i) a tree   (ii) a graph
(iii) aB-tree   (iv) aC-tree

10   The level of data abstraction which describes how the data is actually stored is_____ .
(i) Conceptual level   (ii) Physical Level
(iii) File Level   (iv) Hierarchical Level

SECTION - B (35 Marks)
Answer **ALL** Questions
ALL Questions Carry **EQUAL** Marks (5 x 7 = 35)

11 a How will you edit and format the word document?
OR
    b How will you insert picture in a word document?

12 a How will you use design template option?
OR
    b What are the ways to insert audio and video files in power point presentation?

13 a How will you enter and edit data in a work sheet?
OR
    b Explain the auto fill option in Excel.

14 a Explain the concept of absolute references in Excel macros.
OR
    b How will you run a macro?

15 a How will you create a new data base?
*   OR
    b Explain the concept of primary key relationship.

SECTION - C (30 Marks)
Answer any **THREE** Questions
ALL Questions Carry **EQUAL** Marks (3 x 10 = 30)

16   Discuss the creation and working with tables in ms word.

17   Elucidate the applications of transition and animation effects.

18   Outline the functions of MS-Excel.

19   Examine the procedure for creating a macro using VBA editor.

20   Analyse the creation of mailing labels with the label wizard.

Z-Z-Z   END