

PSG COLLEGE OF ARTS & SCIENCE  
(AUTONOMOUS)  
BBA DEGREE EXAMINATION MAY 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 The ability to combine name and addresses with a standard document is called \_\_\_\_\_.  
(i) Document formatting (ii) Database management  
(iii) Mail merge (iv) Form letters
- 2 \_\_\_\_\_ formatting is the process of changing the way letters, numbers, punctuation marks and symbols appear on the screen and in print.  
(i) Document (ii) Character  
(iii) Paragraph (iv) Object
- 3 Which of the following section does not exist in a slide layout?  
(i) Titles (ii) Lists  
(iii) Charts (iv) Animations
- 4 Power Point presentations are widely used as \_\_\_\_\_.  
(i) Note outlines for teachers (ii) Project presentations by students  
(iii) Communication of Planning (iv) All of the above
- 5 Which of the following is not a valid data types in Excel?  
(i) Number (ii) Character  
(iii) Label (iv) Date/Time
- 6 Which area in an Excel window allows entering values and formulas?  
(i) Title Bar (ii) Menu Bar  
(iii) Formula Bar (iv) Standard Tool Bar
- 7 Workbooks that contain macros must be saved in the following format \_\_\_\_\_.  
(i) Excel Workbook (.xlsx) (ii) Microsoft office macro-enabled file (.mef)  
(iii) Excel Template (.xltx) (iv) Excel macro enabled workbook (.xlsm)
- 8 Which of the following VBA Windows shows the code of the active object?  
(i) Explorer Window (ii) Properties Window  
(iii) Immediate Window (iv) Code Window
- 9 The data model which describes how the data is actually stored is \_\_\_\_\_.  
(i) Internal model (ii) External model  
(iii) Logical model (iv) None of the these
- 10 Data about data is normally termed as \_\_\_\_\_.  
(i) Directory (ii) Data bank  
(iii) Meta data (iv) None of the above

**SECTION - B (35 Marks)**

Answer **ALL** Questions

**ALL** Questions Carry **EQUAL** Marks (5 x 7 = 35)

- 11 a How will you create table?

- 12 a How will you create presentations in power point?  
OR  
b What are the procedure for getting started with MS-Power Point window?
- 13 a How will you create a Worksheet?  
OR  
b What are the advantages of formulas in Excel?
- 14 a Apply the macros in single work book.  
OR  
b Explain the security option in Excel Macro.
- 15 a How will you create a query?  
OR  
b How will you convert an access database?

**SECTION - C (30 Marks)**

Answer any **THREE** Questions

**ALL** Questions Carry **EQUAL** Marks (3 x 10 = 30)

- 16 Discuss in detail about Mail Merge.
- 17 Elucidate the working with power point slides.
- 18 Examine the different types of charts used in Excel.
- 19 Discuss the assignment of macros to objects.
- 20 Enumerate the procedure for creating a report with the report wizard.

Z-Z-Z

END