

NOVEMBER/DECEMBER 2019

**BBA54 — COMPUTER APPLICATIONS IN
BUSINESS**

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.



1. Define Information.
2. What is Information Technology?
3. What is table?
4. Write the purpose of MSword.
5. Define Microsoft Excel.
6. What do you mean by workbook?
7. Write the two types of presentations in MS Powerpoint.
8. Write the steps to insert picture from file in powerpoint.

9. Write the categories of Ecommerce.

10. What is Smart card?

SECTION B — ($5 \times 5 = 25$ marks)

Answer ALL questions.

11. (a) Write the importance of Information Technology.

Or

(b) Explain about computer hardware and computer software.

12. (a) Explain how to work with text in Microsoft word.

Or

(b) How to print a word document? Explain.

13. (a) Explain working with Excel workbook.

Or

(b) What is the purpose of using MSEXcel? Explain.

14. (a) What is the purpose of Powerpoint presentation? Explain.

Or

(b) Write the steps to print file in Powerpoint.

15. (a) What are the advantage of using Ecommerce? Explain.

Or

(b) Illustrate on Benefits of EDI.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Elaborate the components of Information Technology.

17. How to work in MSword Environment? Explain in detail.

18. Discuss on Charts in MSEXcel.

19. Illustrate on different views of MS Powerpoint.

20. Write Detailed note on EDI.

