

## FIRST SEMESTER B.VOC. DEGREE EXAMINATION, APRIL 2020

(CUCBCSS—UG)

Food Science

GEC1 IT03—IT FOR BUSINESS AND MANAGEMENT

Time : Three Hours

Maximum : 80 Marks

**Part I***Answer all questions.**Each question carries 1 mark.*

1. The Ribbon in MS Word can be reduced to a single line of tabs by pressing \_\_\_\_\_.  
(a) Ctrl + F1. (b) Ctrl + F2.  
(c) Ctrl + F3. (d) Ctrl + F9.
2. The Shortcut keys used to paste content in MS Word is \_\_\_\_\_.  
(a) Ctrl + X. (b) Ctrl + P.  
(c) Ctrl + V. (d) Ctrl + E.
3. The number of columns in MS Excel worksheet is \_\_\_\_\_.  
(a) 16438. (b) 16384.  
(c) 16348. (d) 16834.
4. \_\_\_\_\_ is a set of columns and rows.  
(a) Field. (b) Row.  
(c) Table. (d) None of these.
5. FTP stands for \_\_\_\_\_.  
(a) First Transfer Protocol. (b) File Transfer Programming.  
(c) File Transfer Protocol. (d) None of the above.
6. The file extension of MS Excel in Office Package is \_\_\_\_\_.
7. In MS Power Point, normal view splits screen into \_\_\_\_\_ major sections.
8. In MS Excel, a box formed by the intersection of column and row is called as \_\_\_\_\_.
9. Microsoft Access is a \_\_\_\_\_ package.
10. \_\_\_\_\_ is a name used to identify and locate computers connected to the internet.

(10 × 1 = 10 marks)

**Turn over**

**Part II (Short Answer Questions)**

*Answer any eight questions.  
Each question carries 2 marks.*

11. What do you mean by office automation ?
12. Name any four word processors.
13. What is mail merge ?
14. What is slide transition ?
15. Which are the power point presentation views ?
16. Explain any four financial functions used in MS Excel.
17. Who are the users of data base ?
18. What is the use of data sheet in MS Access ?
19. What is intranet ?
20. What is E-mail address ?

(8 × 2 = 16 marks)

**Part III (Short Essays)**

*Answer any six questions.  
Each question carries 4 marks.*

21. What are the objectives of office automation ?
22. Discuss paragraph formatting in MS word.
23. What are the advantages of spread sheet ? Explain.
24. What are the main components of DBMS ? Explain.
25. Discuss the types of queries in MS Access.
26. How Information travels across the internet ?
27. What are the most commonly used protocols ?
28. What are the benefits of EDI ?

(6 × 4 = 24 marks)

**Part IV (Long Essays)**

*Answer any two questions.  
Each question carries 15 marks.*

29. Explain the components of word processing.
30. Discuss formatting and printing of the worksheet.
31. Discuss report generation and printing in MS Access.

(2 × 15 = 30 marks)