

D 94191

(Pages : 2)

Name.....

Reg. No.....

FIRST SEMESTER B.VOC. DEGREE EXAMINATION, NOVEMBER 2020

Logistics Management
GEC 1BM 03—IT FOR BUSINESS

Time : Three Hours

Maximum : 80 Marks

Part A

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

1. A word can be bolded with CTRL + _____ Button.
2. When we cut text, it is stored, on the _____.
3. Title slide is used to type _____ in a PowerPoint presentation.
4. _____ is displayed below the title bar :
 - A) Menu bar.
 - B) Title bar.
 - C) Toolbar.
 - D) Tool box.
5. The auto calculate feature :
 - A) Can only add values in a range-of cells.
 - B) Provides a quick way to view the result of an arithmetic operation on a range of cells.
 - C) Automatically creates formulas and adds them to a worksheet.
 - D) None.
6. Table style option group contain in _____ tab.
7. _____ is a table consisting of rows and columns.
8. Telex is the international telegraphic message transfer service consisting of a network of _____.
9. The _____ is the panel at the top portion of the document.
10. Keyboard shortcut key for end of the line is _____.

(10 × 1 = 10 marks)

Part B (Short Answer Questions)

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

11. What is an e-mail ?
12. What are the advantages of spreadsheet package ?

Turn over

13. Explain MODEM.
14. What is slide ?
15. What is a browser ?
16. What do we mean by auto fill ?
17. What do you mean by themes ?
18. How to change font size in word ?
19. What is ICT ?
20. How to change font size in word ?

(8 × 2 = 16 marks)

Part C (Short Essay Questions)

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

21. Discuss the role of computer in decision making.
22. What are the different kinds of printers ?
23. Distinguish between impact and non- impact printers.
24. How can you start a power point ?
25. What are the steps to use Spelling and Grammar in MS Office ?
26. What are the types of documents in mail merge ?
27. What are the steps taken for conducting an attractive presentation before the audience ?
28. Explain the IT and it's importance.
29. Explain user interface in spreadsheet.

(6 × 4 = 24 marks)

Part D (Short Essay Questions)

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

30. Explain the History of computers.
31. Explain the various devices used in computers.
32. It is proposed to celebrate the silver jubilee of the Dept. Of commerce of your college. The HOD instructed to you to prepare an invitation letter and send to all parents. What facilities is available in MS word for this purpose ? Explain the steps involved to do this work.
33. What are the usages of spreadsheet in business ?

(2 × 15 = 30 marks)