24026870

BBM DEGREE (CBCS) REGULAR / IMPROVEMENT / REAPPEARANCE EXAMINATIONS, OCTOBER 2024

Third Semester

Bachelor of Business Management

COMPLEMENTARY COURSE - BM3CMT15 - BUSINESS INFORMATICS

2017 Admission Onwards

899AF46D

Time: 3 Hours

Max. Marks : 80

Part A

*Answer any **ten** questions.*

*Each question carries **2** marks.*

1. What is Quick Access Toolbar?

2. What is Ruler in Word?

3. Write the steps to change Fonts in Ms word.

4. What is the use of Find option in MS-Word?

5. What is WordArt?

6. What is Adobe PageMaker?

7. How do you ungroup objects?

8. What is leading in PageMaker?

9. What is a Presentation?

10. How do you make slides to play automatically in PowerPoint?

11. What is Unguided medium?

12. Which device is a data terminal equipment?

(10×2=20)

Part B

*Answer any **six** questions.*

*Each question carries **5** marks.*

13. Explain procedure to create a template in word.

14. Briefly write the different views in word.

15. Write steps to perform spelling and grammar check.

16. Write steps to insert Rows to a table.

17. Describe Page Maker workspace elements.

18. Explain creating frames in Page Maker.

19. What are the steps for adding sound in the presentations?

20. How to prepare bulleted and numbered list in Powerpoint?

21. Explain any four Data Communication Devices.

(6×5=30)

Part C

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. Explain the different ways of page formatting.

23. Write a note on a) Headers b) Footers c) Page Number.

24. Write a note on Custom Animation.

25. Explain the different types of Network Topology.

(2×15=30)