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SDCBB307

III Semester B.B.A. Degree Examination, December/January - 2025/26
(SEP 2024 Scheme Freshers)
BUSINESS ADMINISTRATION
Computer Skills for Managers (Theory)
Paper - 3.7

NEW HORIZON COLLEGE
LIBRARY
KASTURINAGAR
BANGALORE-43

Time : 1½ Hours **Maximum Marks : 40**

Instructions :

Answers should be written completely in English only.

SECTION - A

Answer any TEN of the following questions. Each question carries one marks. (10×1=10)

1. a) What is a computer?

b) What is an output device?

c) What does 'volatile memory' mean?

d) What is the default file extension of a Word 2016 document?

e) What is the Ribbon in MS Word?

f) What do you mean by footer?

g) What is the default font in Excel 2019?

h) Name any one formatting option available in Excel.

i) What is the use of the AutoSum feature?

j) State one application of Power Point in business presentations?

k) Which tab contains animation settings?

l) How do you exit slide show mode?

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SECTION - B

Answer any TWO of the following questions. Each question carries Five marks.
(2×5=10)

2. Differentiate between Data and Information.

3. Mention five editing-related shortcuts in MS Word and state their function.

4. Write five uses of Excel in business applications.

5. List the different types of slide layouts with examples.

SECTION - C

Answer any TWO of the following questions. Each question carries Ten marks.
(2×10=20)

6. Explain the different types of input devices.

7. What is Mail Merge? Describe its steps.

8. Explain any five formatting features used to improve worksheet appearance.

9. Explain five uses of Power Point in business.