12. You are working on a PowerPoint presentation for an upcoming business meeting. How would you use animation and multimedia to enhance your presentation? In what ways applying transition to slides impact the presentation?

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Date 28/11/2019 (Morning)

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[This question paper contains 6 printed pages.]

Your Roll No...............

Sr. No. of Question Paper : 4257

27/11/19 (M)

Unique Paper Code   : 61013921

Name of the Paper   : IT Tools for Business (SEC)

Name of the Course   : **Bachelor of Management Studies (BMS), 2019 (CBCS)**

Semester   : III

Duration   : 3 Hours

Maximum Marks   : 50

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.

2. Attempt **10 (ten)** questions in all. **All** questions carry equal marks.

3. Attempt parts of a question (if any) together.

4. The questions may be attempted according to Microsoft Office suite or any other equivalent software used for instruction.

P.T.O.

1. You are a professional report writer. Your work involves editing and formatting the content provided by your clients. Describe the utility of following tools in creating reports :

   (i) Indents and spacing under paragraph group

   (ii) Header and footer

2. You are an author and are in the process of editing your upcoming book on 'Benefits of a Disciplined Life'. Your book has different topics and you wish to highlight each of them as a separate section.

   (i) List the types of section breaks that are available in word document.

   (ii) Describe the benefits of applying section breaks in the document.

3. You are working on a word document. How would you perform the following?

   (i) Wrap text around an image.

   (ii) Change orientation from portrait to landscape for page 4 only in your 10 page document.

   (ii) Query

   (iii) Report

10. Your firm has taken up a project for providing placements to graduates as a social responsibility. You have been assigned as the head of the project and you are expected to create a database for maintaining records of the project.

    (i) List the tables that you would create for the purpose and specify the fields for each table with an appropriate data type.

    (ii) How would you join the tables in your database?

    (iii) How would you ensure that the records of those who opt out of the project get deleted from all the tables in the database?

11. Describe the benefits of generating forms in a database. Explain briefly the bound, unbound and calculated controls for forms with the help of an example.

(iii) Insert a footnote.

(iv) Apply a specific formatting to all headings.

(v) Replace the word 'participated' with 'attended'.

4. What is mail merge used for? What is the purpose of following with respect to mail merge?

(i) Select recipients

(ii) Insert merge field

(iii) Fill rule

(iv) If then else rule

5. Briefly explain the following built-in functions in a spreadsheet :

(i) Sumif()

(ii) Countblank()

(iii) Randbetween()

(iv) NPV()

(v) And()

6. How would you perform the following tasks in a spreadsheet?

   (i) Consolidate worksheets

   (ii) Protecting data within a worksheet

7. Explain the use of what-if analysis using data tables in a spreadsheet with the help of a suitable example.

8. What do you mean by cell referencing? Differentiate between relative, mixed and absolute referencing giving appropriate examples for each.

9. You are the manager of a private sector bank. The bank maintains a database of its customers. It has recently launched a special savings scheme for its customers above the age of 70 years. How would you view the records of eligible customers through the following objects of a database?

   (i) Table