

Vidya Vikas Mandal's
Shree Damodar College of Commerce & Economics, Margao
F.Y.BBA(FS) Semester II, Semester End Examination, April 2015.

IT Skills

Duration : 2 Hours

Max. Marks: 30

Instructions:

1. *Figures to the right indicate maximum marks*
2. *Start each new question on a fresh page*

Q1. Write a short note on: (any 3)

(4*3=12 MKS)

- a) Attributes and Primary Key with examples.
- b) Slide Transitions and Custom Animations.
- c) Four Masters used in PowerPoint
- d) Role of Computer in Management Information System(MIS).
- e) Accounting groups in Tally.

Q2. Answer the following question: (any 3)

(6*3=18 MKS)

- a) What is a Query. Explain the various types of Cardinalities. Give examples.
- b) Write down the tips for designing an effective presentation.
- c) Write down the steps for creating a company in Tally.
- d) What is MIS. What are its functions.
- e) Write and Explain the Features of PowerPoint.
