GIET UNIVERSITY, GUNUPUR – 765022
M. B. A (First Semester) Examinations, April – 2021
MB107 – COMPUTER APPLICATIONS FOR BUSINESS

Time: 2 hrs   Maximum: 50 Marks

(The figures in the right hand margin indicate marks.)

PART – A   **(2 x 10 = 20 Marks)**

Q.1. Answer *ALL* questions
   a. Define the term Data.
   b. List out any two objective of information system.
   c. What are the steps involved in converting word to pdf?
   d. Write down any two formatting options available in MS-Word.
   e. How do you create Header and Footer in a Word document?
   f. Write down any two advantages of MS-Excel.
   g. Illustrate any two Boolean functions available in MS-Excel.
   h. Define the term Database.
   i. How do you open MS-ACCESS?
   j. What is handout in Power point presentation?

PART – B   **(6 x 5 = 30 Marks)**

Answer *ANY FIVE* the questions   Marks

   2. Discuss in detail about the Contemporary approaches to information system.   6

   3.a. List out the features of MS-Word.   3

   b. Illustrate the functions of Information System.   3

   4. How do you create and formatting a Table?   6

   5. Communicate company current financial statement to all of your company employees
      using mail merge concept. List out and explain the steps involved in it.   6

   6. List out and explain the different types of financial functions available in MS-Excel.   6

   7. Draw a Bar chart that indicates last five years profit of your business in Excel. Explain the
      steps involved in it with neat example.   6

   8. Write short note on Queries and Query Design.   6

   9. Design a power point presentation that shows your company profile.   6

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