

1st Year (Sem-I) BBA, University Examination, 2019
(1st/2nd Semester/Repeat/Supplementary/ Spl Supplementary/Old /Annual/Bi-Annual)

SUBJECT: MANAGEMENT PRINCIPLES AND PRACTICE

PAPER: Theory (BBA 101)

TIME: 2hrs

FULL MARKS: 50

Answer any five questions; each question carries equal marks.

1.
 - a) "The job of managers is to give direction to their organization."-Peter Drucker. Corroborate the above given definition of management through the paradigm shift of Reliance Jio Infocomm Limited in the business of telecommunication.
 - b) Briefly discuss Blue Ocean Strategy in the light of free Telecom service of Jio Infocomm to set off Digital India movement. (5+5=10)
2.
 - a) "In building a management team, I look for integrity, loyalty, vision, and a willingness to think outside of the box, and challenge the status quo." - Shari Redstone. How did Kodak fail to achieve 'out of the box thinking' in the changing world of Photography?
 - b) "Leadership is practiced not so much in words as in attitude and in actions." -Harold S. Geneen. Cite the Trait Theory of Leadership to prove the relevance of the given quotation. (5+5=10)
3.
 - a) "Management is efficiency in climbing the ladder of success; leadership determines whether the ladder is leaning against the right wall."- Stephen Covey. Discuss the infiltration initiatives of the retail giant Wal-Mart in Germany with a relevance to the given quote.
 - b) "Good management consists in showing average people how to do the work of superior people." -John D. Rockefeller. Briefly discuss i) vertical framework of work specialisation, ii) Delegation of authority iii) departmentation iv) centralization & decentralization, to show the efficient organising function of an organisation. (5+5=10)
4. Briefly discuss any five of the followings .
 - a) Taylor's Principles
 - b) Gantt chart
 - c) Time, Motion and Fatigue study
 - d) Esprit de Corps
 - e) Contingency Approach of Management
 - f) Hawthorne Studies of Management (10)
5. Mr. Senthil has assumed office as Manager for product development in CBC Pvt. Ltd., Senthil is known for his flexibility but is mostly childish behaviour oriented person. He wants to lead the team but never takes decisions. Team members want right direction from Senthil. Senthil is a good person. The whole team is answerable to M.D. on all issues related to product development. M.D. has love and affection for Senthil.
 - a) How would you advice Senthil and M.D.?
 - b) How should the team members cope with the situation? (6+4=10)

- 6.
- a) "Virtually all decisions are made in an environment of at least some uncertainty" Comment on the statement.
- b) Discuss the importance of planning premises.

(6+4=10)

7.

If you were asked to institute a system of "tailored" controls in a company, how would you go about it? What would you need to know?

(6+4=10)

8.

The Peter Principle has been widely quoted in management circles. What do you think of it? Does it mean that all chief executives are incompetent? Explain.

(5+5=10)

1stYear (Sem-I) BBA, University Examination, 2019
 (1st/2nd Semester/Repeat/Supplementary/ Spl Supplementary/Old /Annual/Bi-Annual)
SUBJECT: BUSINESS MATHEMATICS
PAPER: Theory (BBA 102)

TIME: 2hrs

FULL MARKS: 50

Answer any five questions; each question carries equal marks.

1.

What is a point of inflection of a function? Is it necessary that a function will have zero slope at a point of inflection? Explain why? Explain the difference between convexity and strict convexity of a curve with suitable illustration. State the conditions for existence of point of inflection of a function. Find the slope of a function $y = x^3 - 3x^2 + 3x$ at $x=1$.

(1+2+3+2+2=10)

2.

If $y = a \cos mx + b \sin mx$ then prove that $d^2y/dx^2 + m^2y = 0$. Show that the function $y = x^5 - 5x^4 + 5x^3 - 1$ has a maximum value when $x = 1$ and minimum value at $x=3$. Find the point of inflection of the curve, if exists.

(2+3+2+3=10)

3.

a) Find the sum to infinity for the following GP series: -

$$0.9+0.09+0.009+0.0009+\dots\infty$$

b) The 10th term of an AP is 15 and the 15th term is 10 find the series?

c) Find the nature of the roots of the following equations: -

i. $x^2 + 2x + 3 = 0$

ii. $9x^2 - 12x + 4 = 0$

[3+3+(2x2)=10]

4.

a) Simplify the expression

$$((7\sqrt{3})/(\sqrt{10} + \sqrt{3})) - ((2\sqrt{5})/(\sqrt{6} + \sqrt{5})) - ((3\sqrt{2})/(\sqrt{15} + 3\sqrt{2}))$$

b) If $(3 + \sqrt{6})/(5\sqrt{3} - 4\sqrt{2} - 2\sqrt{12} + \sqrt{50}) = a + x\sqrt{3}$

find the values of a and x from the above given equation.

c) Show that: $7\log(16/15) + 5\log(25/24) + 3\log(81/80) + \log(1/2) = 0$

(3+3+4=10)

5.

a) If a straight line is parallel to the Y-axis and passes through a point (5,7) what is its equation?

b) If a straight line passes through the origin and has a slope of (-2), what is its equation?

c) If a straight line passes through (4,5) and the sum of its intercepts on the axes is 18 units what is its equation?

d) Find the equation to the straight line which passes through the point (2,5) and makes an angle of 45 degrees with the line $x - 3y + 6 = 0$.

(1+1+3+5=10)

[P.T.O]

- 6.
- Write the coordinate of the centre and the length of the radius of the circle whose equation is given as : $x^2 + y^2 + 7x - 9y - 20 = 0$.
 - Find the equation to the circle whose centre lies on the x-axis and which passes through the points $(-1, 0)$ and $(5, 0)$.
 - What will be the value of x if the distance between $(x, -4)$ and $(-8, 2)$ be 10 units?

(2+5+3=10)

7.

Differentiate the following with respect to x:

- $e^{\log \sin x}$
- $y^x = x^{\sin y}$
- $x^3 + 5x^2y + yx = 5$

(4+4+2=10)

8.

How many 4 digit numbers greater than 7000 can be formed from the digits 3, 5, 7, 8, 9? A cricket team of 11 players is to be formed from 16 players including 4 bowlers and 2 wicketkeepers. In how many different ways can a team be formed so that the team contains (a) Exactly 3 bowlers and 1 wicketkeeper; (b) At least 3 bowlers and at least one wicketkeeper.

(5+5=10)

1stYear (Sem-I) BBA, University Examination, 2019
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SUBJECT: MANAGERIAL ECONOMICS (MICRO)
PAPER: Theory (BBA 103)

TIME: 2hrs**FULL MARKS: 50***Answer any five questions; each question carries equal marks.*

1.

What is floor price? Discuss the impact of a floor price on consumer's surplus and producer's surplus with the help a suitable diagram.

(2+8=10)

2.

a) If $P_X=2R_s$, $P_Y=3R_s$ & disposable income = 3000 Rs. Find the utility maximizing consumption bundle when X & Y are perfect substitutes.

b) Explain the properties of indifference curves.

c) What is the shape of Indifference curves when the two goods are perfect compliments?

(4+4+2=10)

3.

Define an increasing cost industry. Discuss the derivation of the long run industry supply curve in perfect competition for an increasing cost industry.

(10)

4.

Define Monopoly. With the help of a diagram explain the equilibrium under monopoly.

(2+8=10)

5.

State and explain the optimisation problem/s of a producer. State the condition/s for existence of a unique solution for those problem/s. Explain the shape of Iso-quants when the two factors are perfect substitutes to each other. What is MRTS for such isoquants. Explain with suitable illustration/s how will a producer optimize under such situation.

[2+2+1+1+ (2+2) =10]

6.

If a production function is given as $q = 2.L^{1/2}.K^{1/2}$ then find MRTS labour (L) for capital (K)." A firm operates in the short run and plans in the long run". In this context, define and graphically derive the "Planning curve" for a firm. Explain the shape of the "Envelop curve" with special reference to the concept of returns to scale.

(2+5+3 = 10)

7.

"Monopolistic Competition is more like Perfect Competition". Find justification of the statement. In this context explain the significance of Product Differentiation in Monopolistic competition. Explain with suitable illustration the role of selling cost in justifying Excess Capacity under this market form? Define and explain the concept of interdependence among firms in Oligopoly with special reference to Conjectural variation. What is the assumption of Cournot and Sweezy regarding Conjectural Variation?

(2+1+3+2+2 = 10)

8.

Discuss with suitable diagram how Ridge Lines associated with a long run production function separates the economic region from non-economic region. What is meant by Opportunity cost? Derive the demand curve for a single variable factor by a perfectly competitive firm.

(5+1+4=10)

1st Year (Sem-I) BBA, University Examination, 2019
(1st/2nd Semester/Repeat/Supplementary/ Spl Supplementary/Old /Annual/Bi-Annual)

SUBJECT: BUSINESS ACCOUNTING

PAPER: Theory (BBA 104)

TIME: 2hrs

FULL MARKS: 50

Answer any five questions; each question carries equal marks.

1.

On 1st January, 2015 the following were the Ledger balances of Rajan and company. Cash in hand Rs.2000, Cash with Bank Rs.20000, Stock Rs.12000, Soni (Cr) Rs.3000, Prasad (Cr) Rs.6000, Sharma (Dr) Rs.5000 Ascertain Capital.

Transactions during the month were.

	(Rs.)
2015: Jan. 2 Purchased goods from Prasad	2700
5 Sold goods to Sharma	3000
10 Purchased goods from Lal paid by cheque	3600
15 Withdrew cash for personal use	1000
17 Withdrawn from Bank for Office use	5000
21 Received from Sharma in full settlement of his account	4800
25 Paid to Soni in full settlement	2900
31 Paid to Mr. Agarwal by Cheque	2000

(10)

2.

a) From the following particulars prepare a Bank Reconciliation statement of M/s.Bhusan Ltd. as on 31st March 2016.

- i) Bank balance as per Cash Book Rs.50000.
- ii) Several cheques totaling to Rs.10000 were issued but one cheque of Rs.2000 have not been presented to bank for payment.
- iii) The Bank received a direct deposit of Rs.5000 from an Exporter.
- iv) A cheque of Rs.1000 received from a customer had been dishonored but no entry was passed in the Cash Book.
- v) A number of cheques were deposited in the Bank but on 31.03.2016 a cheque amounting to Rs.1500 was not credited in the Pass Book.
- vi) Cheque received from customer Rs.5000 was entered in the cash book as Rs.500.

b) State with reasons whether the following expenditure are Capital, Revenue or Deferred revenue in nature.

- i) A sum of Rs.50000 was spent on dismantling, removing and reinstalling Plant & Machinery to a new location.
- ii) A sum of Rs.30000 was spent on painting of the Factory premises.
- iii) Freight and carriage inward amounting to Rs.5000 was paid on purchase of a new Machinery and a sum of Rs. 10000 was spent towards its commissioning.
- iv) Cost incurred towards development of a new Product was Rs.25000.
- v) Lawyer's fee for drafting an agreement for the purchase of a new property was Rs.10000.

(5+5=10)

[P.T.O]

3. From the following Trial Balance & additional information prepare Trading, Profit & Loss Account & Balance sheet as on 31.03.2018 of M/s. ABG Ltd.

Particulars	Dr.	Cr.
	Amount (Rs.)	Amount (Rs.)
Opening Stock	60000	-----
Purchases	480000	-----
Sales	-----	1000000
Returns	6750	7500
Wages	40000	-----
Rent	80000	-----
Salaries	70000	-----
Sundry Creditors	-----	63000
Sundry Debtors	105000	-----
Commission	-----	8000
Cash at Bank	36350	-----
Capital	-----	700000
Advertisement Expenses	30000	-----
Carriage Inward	20400	-----
Land & Building	300000	-----
Plant & Machinery	400000	-----
Office Equipments	150000	-----
TOTAL	1778500	1778500

Additional Informations :

- Closing Stock was valued at Rs.78000.
- Depreciate Plant & Machinery by 10% & Office Equipments by 5%.
- Outstanding Wages was Rs.5000 & Rent Prepaid amounted to Rs.3000.
- Provision for Doubtful debts is to be created @ 3% on Sundry Debtors.

(10)

4.

Write in Short on any two of the following:

- Business entity and Money measurement Concept.
- What do understand by buy back of shares? Explain the advantages of buy back of shares.
- Distinguish between Capital and Revenue expenditure.
- Draw a possible Cash Discount structure of a company.

(5x2=10)

5.

The Trial balance of MNC Ltd. did not match as on 31.12.16. The following errors were detected.

- Rs.5000 received from Sahil on 31.12.16 was entered in the cash book on 03.01.17.
- Wages of workmen engaged in the construction of Bridge amounting to Rs.10000 were debited to Wages account.
- Goods amounting to Rs.2000 has been returned by Afjal and were taken into stock but no entry was passed for the transaction.
- Rs.2296 paid for repairs of motor car was debited to motor car account as Rs.696.
- The purchase of a machine for Rs.25000 was entered in the purchase book.
- A sale of Rs.1500 to Mr. Agarwal was entered in the sales book as Rs.2500.

Pass necessary journal entries to rectify these errors and prepare suspense account.

(10)

6.

On 01.01.15 the Machinery account in the books of a firm stood at Rs.100000. A part of the Machinery (whose book value as on 01.01.15 was Rs.20000) is sold at Rs.15000 on 01.05.15. On 01.09.15 the firm purchased a new Machine at Rs.50000. The firm charges Depreciation @10% per annum on diminishing balance method and closes books on 31st December every year.

Show journal entries and Machinery account in the books of the firm XYZ Ltd.

(10)

7.

The Sports Club gives the following Receipt and Payments Account for the year ended 31.3.2016:

Receipt	Amount (Rs.)	Payment	Amount (Rs.)
To Opening balance of Cash	4820	By Salaries	12000
To Subscriptions	28600	By Rent and Electricity	7220
To Miscellaneous Income	700	By Library Books	1000
To Interest on fixed deposit	2000	By Magazine and newspapers	2172
		By Sundry expenses	10278
		By Sports Equipment	1000
		By Closing Balance of Cash	2450
Total	36120	Total	36120

Figures of Assets and Liabilities are given below:

	As on 31.03.15 (Rs)	As on 31.03.16 (Rs)
Salaries Outstanding	710	170
Outstanding Rent and Electricity	864	973
Outstanding for Magazine and Newspapers	226	340
Fixed Deposit(10%) with bank	20000	20000
Interest Accrued thereon	500	500
Subscription receivable	1263	1575
Prepaid Expenses	417	620
Furniture	9600	--
Sports Equipment	7200	--
Library Books	5000	--

The closing values of furniture and sports equipments are to be determined after charging depreciation at 10% and 20% p.a respectively inclusive of the addition if any during the year. The club's library books are revalued at the end of every year and the value at the end of 31 March, 2016 was Rs 5250.

From the above information you are required to prepare:

- The Club's balance sheet as on 31.03.2015
- The Club's Income and Expenditure account for the year ended 31.03.2016
- The Club's closing balance sheet as on 31.03.2016.

(2+4+4=10)

[P.T.O]

8.

- a) What do you understand by forfeiture of shares?
- b) A company with an authorized capital of Rs 2500000 issued a prospectus inviting applications for 100000 shares of Rs 10 each and stating that 10000 shares will be issued in addition as fully paid to vendors in part payments of purchase money. The terms of payment being Rs 5 per share on application; Rs 2.50 per share on allotment; and Rs 2.50 in the first and final call.

The capital offered was oversubscribed by 10000 shares. The amount due on allotment was received in full. Only Rs 200000 were received against first and final call.

The purchase money of Rs 150000 was paid in full. Make necessary journal entries in the books of the company.

Particulars	Amount (Rs.)	Particulars	Amount (Rs.)
To Balance b/d	12000	By Salaries	4830
To Subscriptions	7250	By Rent and Electricity	2600
To Miscellaneous Income	1000	By Library Books	700
To Interest on fixed deposit	2175	By Magazines and newspapers	1000
		By Sundry expenses	10278
		By Sports Equipment	1000
		By Closing Balance b/d	2450
		Total	36150

(2+8=10)

Particulars	As on 31.03.15 (Rs.)	As on 31.03.16 (Rs.)
Library Books	2000	2000
Sports Equipment	700	700
Furniture	9000	9000
Prepaid Expenses	400	400
Subscription receivable	1200	1200
Interest Accrued thereon	500	500
Fixed Deposit (10%) with bank	20000	20000
Outstanding for Magazines and Newspapers	1000	1000
Outstanding Rent and Electricity	2600	2600
Salaries Outstanding	4830	4830

The closing values of furniture and sports equipments are to be determined after charging depreciation at 10% and 20% respectively inclusive of the addition if any during the year. The club's library books are revalued at the end of every year and the value at the end of 31 March 2016 was Rs 22500 as on 31.03.2015 and in previous year it was Rs 20000. From the above information you are required to prepare:

- (i) The Club's balance sheet as on 31.03.2015
- (ii) The Club's Income and Expenditure account for the year ended 31.03.2016 and
- (iii) The Club's closing balance sheet as on 31.03.2016

Mr. Agarwal was entered in the sales book as Rs. 2500.

Also necessary journal entries to rectify these errors and prepare suspense account.

[P.T.O.]

1stYear (Sem-I) BBA, University Examination, 2019

(1st/2nd Semester/Repeat/Supplementary/ Spl Supplementary/Old /Annual/Bi-Annual)

SUBJECT: FUNDAMENTALS OF MARKETING MANAGEMENT

PAPER: Theory (BBA 105)

TIME: 2hrs

FULL MARKS: 50

Answer any five questions; each question carries equal marks.

1. Define marketing and the utility (value) it creates for the customer. Critically discuss how an organization create a customer with the help of Holistic Marketing?
(4+6=10)
2. Explain the benefits of studying Need, Want and Demand of consumer with proper example of your choice. Discuss the differences between sales orientation and marketing orientation with suitable example.
(4+6=10)
3. Why do companies believe in developing a sales forecast? Suggest two methods of sales forecasting for an Industrial product company. Give your reason for their suitability.
(4+4+2=10)
4. Explain the 7 O's frame work for understanding consumer behavior with proper example. Describe how reference groups can influence consumers' buying behavior with example.
(5+5=10)
5. Recalling the marketing communications on baby diapers, I see cute babies with diapers on. The babies enjoy a wonderful time crawling, sitting and playing with the diaper brand name and/or logo rightly visible to the viewers. My eyes always fall on the babies and at least once on the brand. I have formed my own opinions, judgments and feelings about babies, diapers and brands.
 - a) Who is the target audience for baby diapers?
 - b) What value(s) is the target group seeking out of the product/brand mentioned above?
 - c) Name the basis of segmentation used.
(3+5+2=10)
6. It is well remarked by marketers that one needs to focus on identifying the target audience, communicating an authentic message that they want and need. Also, one should project oneself as an "expert" within the segment/ niche.
 - a) What is being referred to in the above paragraph? Give its different forms with examples.
 - b) How does an established brand help you achieve the above?
(7+3=10)
7.
 - a) "If you want something new, you have to stop doing something old." How do you relate this statement to new product development? Give suitable examples.
 - b) The market research has been authentic and believable but the marketing manager says, "I shall go by the thumb rule and these many years of experience. I shall definitely conduct the pilot test". What is the marketing manager indicating?
(5+5=10)

[P.T.O]

- 8.
- a) You go to a multi brand outlet (MBO) to buy a shirt. The moment you put your foot forward towards the billing counter, the salesman suggests that you buy this one very nice trouser that will go really well with the shirt you have chosen. What is the salesman doing?
 - b) You go to the kirana wala to buy a pack of salt. Your choice is brand ABC and that's not available. You now ask for brand XYZ and that's also not available. You now tell the shopkeeper to give you any brand that he has in his store. Describe the type of buying behaviour exhibited by you.
 - c) It's your sibling's wedding and you want to look your best. Your biggest challenge is getting that uncommon piece of clothing. You leave no known outlets untouched. Finally, you get something pleasing and you are a happy soul. Describe your behavior from a consumer's point of view.

(2+4+4=10)

1stYear (Sem-I) BBA, University Examination, 2019
(1st/2nd Semester/Repeat/Supplementary/ Spl Supplementary/Old /Annual/Bi-Annual)

SUBJECT: BUSINESS COMMUNICATION SKILLS

PAPER: Theory (BBA 106)

TIME: 2hrs

FULL MARKS: 50

Answer any five questions; each question carries equal marks.

1.

- a) Define 'communication'.
- b) Enumerate the basic requirements for communication to take place.
- c) Briefly discuss the communication process with the help of a diagram.

(2+3+5=10)

2.

What is meant by 'Grapevine Communication'? Following are some examples of Grapevine Communication. Identify the type of chain illustrated in each case giving reasons to support your answer:

- a) The village Headman calls few elderly people and start chatting about the local police chief's nefarious activities
- b) Ramesh shares "news" of his harassment by the supervisor selectively with some of his colleagues.
- c) The 'news' regarding the MD's problems in the family is passed on from the Department Manager to the Assistant Manager who in turn shares the same with a Junior Executive.

(4+6=10)

3.

Distinguish between Hearing and Listening giving examples. What are the different types of Listening. Identify the type of Listening illustrated in each case

- a) Sunil, a fan of Ustad Amjad Ali Khan watches his performance at Kalamandir
- b) The Police Officer listened carefully to the version of the witness while investigating the case
- c) The HR officer passionately listened to the employee's recent problems on the shop floor
- d) The subordinate pretended to listen to the instructions of his supervisor
- e) The Journalist listened to the Politician's speech before making his assessment

(2x5=10)

4.

What is the difference between language and communication? In this context, discuss the properties of language.

(4+6=10)

5.

'Social Media is a double-edged sword for modern businesses. – Do you agree with this statement? Give reasons for your answer.

(10)

6.

"Communication Technology has acted as a great leveller for Business"- Justify this statement with valid reasons and appropriate examples.

(10)

7.

Discuss group communication with suitable examples. Do you think, modern organizations should include group discussions during their selection process? If yes, why?

(5+5=10)

[P.T.O]

8.

For each of the underlined words, write down the different parts of speech :

- a) Honesty is the best policy.
- b) Read the passage thoroughly before answering the question.
- c) That house is like a palace.
- d) It is evident that Hari and Raghu were in this together.
- e) Alas! I do not know what to do.
- f) The cat is sitting on the sofa.
- g) The children are playing in the rain.
- h) They were too tired to go out.
- i) We are not sure what goes on behind the scenes.
- j) The kitchen is sparkling clean.

(10)

1st Year (Sem-I) BBA, University Examination, 2019
 (1st/2nd Semester/Repeat/Supplementary/ Spl Supplementary/Old /Annual/Bi-Annual)
SUBJECT: COMPUTER FUNDAMENTAL LAB
PAPER: Practical (BBA 107P)

TIME: 3hrs

FULL MARKS: 50

[Group A]

Answer All Questions.

1.
i. Insert the following equation in MS Word

$$\int \frac{1}{\sqrt{a^2 - u^2}} du = \arcsin\left(\frac{u}{a}\right) + C$$

- ii. Create a document with 5 pages and insert current date in odd page header and time in even page footer. Also insert page number in all pages.
 iii. Create a Macro for inserting a table into the document with 5 rows and 6 columns. Assign the macro to keyboard and toolbar. Also change the image of the macro in the toolbar.
 iv. Create a presentation using MS Power point with 6 different slides about topics in Computer Lab. Use proper animation and slide transition to each slide. Also insert slide number in all slides.

(2+5+3+5=15)

2.

- i. Create the following table in Excel which shows the following mark sheet of the student: Use data validation for entering marks. Marks should not exceed 50 and must be greater than equal to 0.

Student Enrollment No	Student Name	Hindi	Eng	Maths	Physics	Bio	Total	Percentage	Grade
1	Renuka								
2	Ranjeet								
3	Sashank								
4	Rudra								
5	Nikita								

Use the formula to calculate the total and percentage marks of the student. Use Percentage format for percentage column and value must be appeared in one decimal place.

- ii. Create a column chart to show the total and average marks of the students.
 iii. Apply formula to show the grade of the student if percentage marks is greater than 90 grade is A If average marks is greater than 80 then the grade is B else if the average greater than 70 grade is C or Else grade is D.
 iv. Sort the above database in descending order of grade and within grade ascending order of total.

(8+2+3+2=15)

3.

Viva Voce

(10)

4.

File Records

(10)

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SUBJECT: COMPUTER FUNDAMENTAL LAB

PAPER: Practical (BBA 107P)

TIME: 3hrs

FULL MARKS: 50

[Group B]

Answer All Questions.

1.
 - i. Create a word file with 4 pages Add picture to each page with different image layouts.
 - ii. Use header for displaying current date and footer for time. Insert page number at top right of the page.
 - iii. Create letters using mail merge technique to invite your friends to your birthday party. Create the data source with following fields.
Name, Address, City, Pin code. Populate your data source with 8 different records.
 - iv. Create a Power point presentation with 6 slides, where each slide must have information about one subject of BBA first semester. Use proper animation and slide transition to each slide. Insert date and time in footer of all slides.

(5+3+2+5=15)

2.

- a) Create the following worksheet in MS Excel with the following data validations.
 - i. Region must be one of the following
 1. Southeast
 2. Northeast
 3. Southwest
 4. Northwest
 - ii. Unit sold must be greater than 10

Region	Year	Product	Unit Price	Units Sold	Total	Status
Southeast	1997	Paper	3500			
Northwest	1998	Plastic	4200			
Southwest	1998	Paper	3660			
Northeast	1998	Plastic	4785			
Northwest	1997	Plastic	2562			
Southeast	1998	Paper	4587			
Northeast	1997	Paper	6548			
Southwest	1998	Plastic	2365			
Northeast	1997	Paper	4512			

- b) Use formula to calculate Total column [Unit price * Unit sold] and update the Status column with the following details
 - i. "Excellent" for Total more than 750000
 - ii. "Good" for Total between 550000 and 749999
 - iii. "Average" for Total between 350000 and 549999
 - iv. "Bad" for Total less than 350000
- c) Use Advance filter for displaying records of all Southwest region with Total more than 50000

(8+4+3=15)

[P.T.O]

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SUBJECT: COMPUTER FUNDAMENTAL LAB
PAPER: Practical (BBA 107P)

TIME: 3hrs

FULL MARKS: 50

[Group C]

Answer All Questions.

1.
i. Insert the following equation in MS Word

$$\sum_{k=0}^{n-1} (a + kd) = \frac{n}{2} (2a + (n-1)d)$$

- ii. Insert current date and time in footer of the above mail merge document
 iii. Create a Mail Merge document to send interview intimation to 10 different candidates. Use the following fields to create the data source. **First Name, Last Name, Address, Post, and Date of Interview**
 iv. Create a power point presentation with 6 slides about college rules and regulations. Use proper animation and slide transition for each slide. Insert the text “**JDBI, Dept. of Management**” in footer of all slides and also print slide number in all slides.

(5+3+2+5=15)

2.
i. Create the following database in MS Excel

Internal Final Test – Computer Lab					
Student Name	MS Word	MS Excel	MS Access	MS Power Point	Total
Ritwik					
Sidharth					
Muskan					
Ravi					
Nidhi					

Apply validation for all subject marks. Marks must be between 0 and 100. Use formula for calculating total marks.

- ii. Create a suitable chart for displaying all name and all subject marks
 iii. Add another column grade and calculate grade with the following condition
 Total above 350 grade is ‘A’
 Total between 300 and 349 grade is ‘B’
 Total less than 300 grade is ‘C’
 iv. Sort the database in descending order of Total Marks

(8+2+3+2=15)

3.
Viva Voce

(10)

4.
File Record

(10)

1stYear (Sem-I) BBA, University Examination, 2019
 (1st/2nd Semester/Repeat/Supplementary/ Spl Supplementary/Old /Annual/Bi-Annual)
SUBJECT: COMPUTER FUNDAMENTAL LAB
PAPER: Practical (BBA 107P)

TIME: 3hrs

FULL MARKS: 50

[Group D]

Answer All Questions.

1.
i. Create the following table in MS Word.

End Semester Practical Examination					
Student Name	Tally	Visual Basic	MS Access	MS Excel	Total
Kaushik	80	56	45	85	
Abhijeet	85	45	60	53	
Rounak	69	78	98	100	
Sumit	56	70	55	99	
Renuka	89	86	96	99	

- a) Calculate the total using Formula.
 b) Using the Table style apply the design to the table.
 c) Insert a new column on the right of the table and label it as Average. Find the average marks.
 d) Sort the above table in descending order of Total Marks.
 e) Delete the Average column from the table.
- ii. Insert the following equation in MS Word.

$$\int u.vdx = u \int vdx - \int [(vdx) \times \frac{du}{dx}] dx$$

- iii. Create a power point presentation with 5 slide about different Input device of a computer system

(7+3+5=15)

2.

- i. Create the following database in MS Excel with the following fields EMPID, ENAME, DEPARTMENT, SALARY. Use the following validations.
 a. Salary must be more than 20000
 b. Department is either HR, SALES, MARKETING, or ACCOUNTS
 Enter 5 records to the above database
- ii. Apply Advance filter for displaying records of all SALES department employees with salary more than 15000
- iii. Create a column chart for displaying ENAME and their Salary
- iv. Sort the database in ascending order of department and within department descending order of salary.

(8+3+2+2=15)

3.

Viva Voce

(10)

4.

File Records

(10)