

B.B.A. Semester - 2 (CBCS) Examination
March/April– 2019 (New Course)
IT Tools for Business(FND)

Time: 1:30 Hours**Marks: 35****Instructions:**

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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Que-1 Write answer of the following questions: (15)

1. Describes objects of MS Access.
2. Describes steps for creating database.

OR

Que-1 Write answer of the following questions:

1. Describes Navigating database including records, find and replace
2. Describes data types of MS Access.

Que-2 Write answer of the following questions: (10)

1. Explain Methods of creating table.
2. Describe Field properties: format, Default value and validation text

OR

Que-2 Write answer of the following questions:

1. Describe type of keys for relationship in short
2. Define relationship and setting up the referential integrity

Que-3 Write answer of the following questions: (10)

1. Describes append and delete queries
2. Describes Parameter query

OR

Que-3 Write answer of the following questions:

1. Describes cross-tab query and find duplicate query
2. Describes properties of form
