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Seat No: _____

B.B.A. Semester - 2 (CBCS) Examination

March/April- 2018

**IT TOOLS FOR BUSINESS
(CORE)**

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. Explain concept of database. Describe modern database in MS Access.
2. Describe the process of Insert, Modify and Delete record in database.
3. Describe data types of MS Access.

OR

Que-1 Write answer of the following questions

1. Describe naming rules of an object in MS Access.
2. Describe steps for creating database.
3. Describes Navigating database including records, find and replace.

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

1. Explain table relationship and referential integrity.
2. Describe Field size, Input mask and Validation rule field properties of database.

OR

Que-2 Write answer of the following questions.

1. Describe the process of Import, Export and Linking of an object.
2. Explain Primary key and Foreign key.

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

1. Describe main types of query in short.
2. Describe Parameter query.

OR

Que-3 Write answer of the following questions.

1. Describe use of function and calculate field in query.
2. Describe types of auto form.
