

B.B.A. Semester - 2 (CBCS) Examination
June/July-2022 [NEW COURSE]
IT Tools for Business(FND)

Time: 2:00 Hours**Marks: 35****Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate marks.

Q.1 Write answer of following questions. (15)

- (1) Explain objects MS Access.
- (2) Describe data types of MS Access.

OR

Q.1 Writes answer of following questions.

- (1) Enlist objects of MS Access and rules for naming it's.
- (2) Explain process of navigating records in database.

Q.2 Writes answer of following questions. (10)

- (1) Describes the process of creating table through wizard and design view.
- (2) Describes field size, indexed and validation rule properties of database.

OR

Q.2 Write answer of following questions.

- (1) Describes composite key and candidate key.
- (2) Explain method of importing and exporting objects with other application.

Q.3 Writes answer of following questions. (10)

- (1) Describe types of action query in short.
- (2) Describe mathematical and special operators in MS Access.

OR

Q.3 Writes answer of following questions.

- (1) Explain cross tab query with example.
- (2) Describes properties of form.
