



K25U 0916

Reg. No. : .....

Name : .....

IV Semester B.B.A./B.B.A.(RTM) Degree (C.B.C.S.S. – OBE-Regular/  
Supplementary/Improvement) Examination, April 2025  
(2019 to 2023 Admissions)  
General Awareness Course  
4A13BBA/BBA(RTM) : IT TOOLS FOR BUSINESS

Time : 2 Hours

Max. Marks : 20

PART – A  
(Very Short Answer)

Answer **all** questions. **Each** question carries 1 mark.

1. Who is the father of computers ?
2. What is hacking ?
3. What is a spreadsheet ?

(3×1=3)

PART – B  
(Short Answer)

Answer **any 3** questions. **Each** question carries 2 marks.

4. What is Wi-Fi ?
5. What is the shortcut key for adding a new slide ?
6. Any two shortcut keys in MS Word and its purpose.
7. What is cyberstalking ?
8. What is mesh topology ?
9. What is AI ?

(3×2=6)

P.T.O.



PART – C  
(Essay)

Answer **any 2** questions. **Each** question carries **3** marks.

10. What are the different types of memory in a computer ?
11. What are the different alignment options in MS Word ?
12. How to create a formula in MS Excel ?
13. What are the different types of cyber-attacks ?
14. What are the uses of IT in business ?

(2×3=6)

PART – D  
(Long Essay)

Answer **any 1** question. **Each** question carries **5** marks.

15. Explain about different Network topologies.
16. What are the uses of MS Excel in the business world ?
17. What are the challenges of the cyber world ?
18. How are the developments in IT helpful for the educational sector ?

(1×5=5)