



**MBI-161100010207** Seat No. \_\_\_\_\_

**B. B. A. (Sem. II) (CBCS) Examination**

**March / April - 2018**

**IT Tools for Business**

**(Core)**

Time :  $1\frac{1}{2}$  Hours]

[Total Marks : 35

- 1** Answer the following questions : (Any **Two**) **10**
- (a) Describe steps to create a database in Access.
  - (b) Discuss various data types available in Access.
  - (c) Write brief note about various database objects in Access.
- 2** Answer the following questions : (Any **Two**) **10**
- (a) Discuss referential integrity with cascade update and cascade delete.
  - (b) Write differences between 'importing a table' and 'linking a table'.
  - (c) Describe various field properties.
- 3** Write short notes : (Any **Three**) **15**
- (a) Select query
  - (b) Make Table query
  - (c) Calculated field
  - (d) Cross-Tab query wizard
  - (e) Types of form.