



Seat No. _____

HQ-19BBA207
B. B. A. (Sem.-II) (CBCS)
(W.E.F. 2019) Examination
April - 2023
IT Tools For Business
(New Course)

Time : $1\frac{1}{2}$ Hours / Total Marks : **35**

- 1** (A) Answer the following questions : (Any **Two**) **10**
- (1) Discuss steps to create a database in Access.
 - (2) Discuss various data types available in Access.
 - (3) Write rules for object naming in Access.
- 2** (A) Answer the following questions : (Any **Two**) **10**
- (1) Explain importing and exporting in Access.
 - (2) Explain field properties in Access.
 - (3) What is relationship ? Explain its types.
- 3** Write short notes : (Any **Three**) **15**
- (1) Types of form
 - (2) Select Query
 - (3) Action Query
 - (4) Make Table Query
 - (5) Parameter Query