DEPARTMENT OF COMMERCE
QUESTION BANK FOR B COM

SOFTWARE FOR BUSINESS & RESEARCH

**MODULE1 (CO1) Explain data analysis. (Understanding)**

SECTION A

1. Explain data?
2. Summarize data processing?
3. Outline EDP?
4. Interpret data life cycle?
5. Extend the value of information in decision making?
6. Explain Information?
7. Interpret the Data Processing Software?
8. Outline the sources of data?
9. List out the types of data processing?
10. Explain data analysis?

SECTION B

1. Explain data mining?
2. Rephrase data life cycle.
3. Explain the methods of data process.
4. Outline the steps in electronic data processing.
5. List popular software that is used for data process.
6. Explain the types and methods of data processing?
7. Compare between data and information?
8. Explain data life cycle?

SECTION C
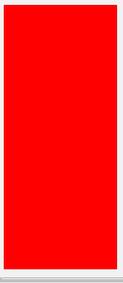
1. Classify data? Compare between data and information. Explain EDP.
2. Summarize a note on data processing methods.
3. What is value of information in decision making? Explain information Analysis of business research?
4. Explain the value of information in decision making?

MODULE2 (CO2) Outline the SPSS. (Understanding)
SECTION A

1. Define SPSS?
2. Illustrate data transformation?
3. Translate variables?
4. Explain nominal scale?
5. Summarize Likert scale?
6. Explain Likert item
7. Explain the term Label in SPSS.
8. Explain ratio scale.
9. Explain interval scale.
10. Illustrate the cases in SPSS

SECTION B

1. Write a note on the history of SPSS.
2. How do you insert a case in SPSS?
3. Write a note on data view and variable view
4. How can the unusual cases be identified in SPSS?
5. What are the limitations of SPSS?
6. Write a note on selecting cases and sorting cases.
7. Explain the various scales.
8. Explain the data view and variable view

SECTION C
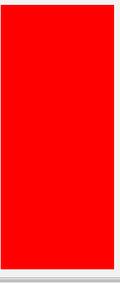
1. Explain the functions and features of SPSS.
2. Write a note on menu bar and toolbar...
3. Explain the types of measurement scales.
4. Explain the layout of SPSS

MODULE3 (CO3) Compare research tool for data transformation (Understanding)

SECTION A

1. What is data transformation?
2. How do you compute a new variable from a given set of variable?
3. What do you mean by recoding a new variable?
4. What is automatic recode?
5. What is visual binning?
6. What is cut point?
7. What is scatter plot?
8. Interpret a note about the opti in SPSS?on in the transformation menu of SPSS?
9. Illustrate rank cases in SPSS?
10. What is a cross tab?

SECTION B

1. What is box plot?
2. Explain bivariate correlation and how do you perform it?
3. Demonstrate explore option used for?
4. What do you know about automatic recode option in SPSS?
5. Outline a note on the option in explore menu?
6. Explain visual binning?
7. What is the procedure for computing new variables in SPSS?
8. Summarize the procedure for computing new variables based on certain conditions?

SECTION C
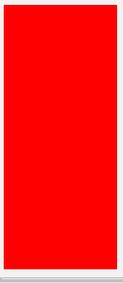
1. Demonstrate a note on the transformation of data
2. Outline a note on the different types of graphs which can be prepared using SPSS.
3. Translate a detailed note on the option in analyze menu.
4. Explain the different methods of visual binning.

MODULE4 (CO4) Elaborate the Libre office writer(Create)

SECTION A

1.Evaluate free softwares?
2.What do you know about libre office?
3.Discover libre office writer?
4.Explain nested tables?
5.Identify use indentation and spacing features of writer?
6.Elaborate sidebar?
7.Examine header and footer in writer?
8.Justify the different ways of getting print preview in writer?
9.What are the softwares included in libreoffice?
10.Indentify ODF?

SECTION B
1. Categorize the advantages of LibreOffice.
2. How to save a writer document ?
3. Explain the steps to save a writer document as MS-Word document.
4. Invent passwords are set for Writer documents?
5. How tables are inserted in a Writer document using formatting toolbar?
6. Explain how headers and footers are inserted into a writer document.
7. Classify the features of LibreOffice.
8. Illustrate how nested tables are created in Writer.

SECTION C
1. Discuss headers and footers? How can you insert and remove header and footer?
2. What is free software? Explain the features and advantages of LibreOffice.
3. Justify LibreOffice Writer? Explain the various Writer user interface elements.
4. Classify the different methods of creating a new document in LibreOffice Writer.
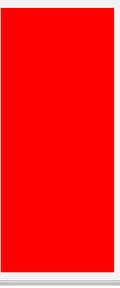
MODULE 5(CO5) Utilize the tools in libre office calc. (Apply)

SECTION A

1. Sketch out what is automatic wrapping?
2. Determine what is Calc?
3. Determine what is a worksheet in Calc?
4. Sketch out what is Cell address?
5. Examine Sidebar in Calc.
6. Sketch out what are functions in Calc?
7. How columns can be inserted in Calc sheets?
8. How entire worksheet in Calc document can be selected?
9. Sketch out what are the features of Calc?
10. Sketch out what do you know about 'Fill series' in Calc?

SECTION B

1. Examine the features of LibreOffice Calc.
2. Examine the different ways of launching LibreOffice Calc.
3. Determine the different parts of Formula bar in Calc?
4. Examine the options offered by status bar in Calc.
5. Determine the steps to add and rename worksheets in Calc?
6. How Calc spreadsheet can be saved as Ms Excel file?
7. Examine the steps in selecting a range of non-adjacent cells.
8. Examine 'fill series' option in Calc.

SECTION C

1. Determine what is LibreOffice Calc? Explain the user interface of its main window.

2. Examine (a) Merging and Splitting cells (b) Freezing and unfreezing rows or columns (c)Fill cells with numbers (d) Chart elements
3. Examine the 'Formatting Data' features and options in Calc.
4. What is Charting in Calc? Explain the steps in creating charts in Calc.