NS – 509

V Semester B.B.A. Degree Examination, Nov./Dec. 2016
(CBCS) (Fresh) (2016-17 and Onwards)
BUSINESS ADMINISTRATION
5.2 : Computer Application in Business

Time : 3 Hours   Max. Marks : 70

*Instruction : Answers should be written in **English** only.*

SECTION – A

I. Answer **any five** sub-questions. **Each** sub-question carries **two** marks.   (5×2=10)

    1. a) What is Information ?
       b) What is Batch processing ?
       c) What is an Information system ?
       d) Expand GDSS, MSS.
       e) What is Lower case ?
       f) What is a Work Sheet ?
       g) What is TPS ?

SECTION – B

II. Answer **any three** questions. **Each** question carries **six** marks.   (3×6=18)

    2) What are the steps in Data Processing ?

    3) Discuss the resources of Information System.

    4) Explain briefly the features of MS Excel.

    5) Explain the advantages of Tally.

    6) What is Mail merge ? What are the advantages of Mail merge ?

SECTION – C

III. Answer **any three** questions. **Each** question carries **fourteen** marks.   (3×14=42)

    7) Write a note on :
       a) DSS
       b) OAS
       c) ESS.

    8) Explain different Vouchers in Tally.

    9) Explain the different Slide views of Powerpoint.

    10) What is DBMS ? What are the advantages and disadvantages of DBMS ?

    11) Explain the main components of MS Word Window.

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Instruction : *Answer all the written in English*

SECTION – A

I. Answer all questions carries five marks. (5×2=10)

SECTION – B

II. Answer any three questions carries ... (3×6=18)

SECTION – C

III. Answer three questions. Each question carries twelve marks. (2×12=24)