## 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. (5x2=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?

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### SECTION - B

- II. Answer any three questions. Each question carries six marks.
- $(3 \times 6 = 18)$

- 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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