V Semester B.B.A. Degree Examination, November/December 2018  
(F+R) (CBCS) (Semester Scheme) (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. 1) Answer any 5 sub-questions. Each sub-question carries two marks.  
(5×2=10)
   a) What is a database ?
   b) Expand OAS and TPS.
   c) What is a work sheet ?
   d) What is a slide ?
   e) Define voucher in Tally.
   f) What is book mark ?
   g) Mention any four basic elements of Tally screen.

SECTION – B

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

2) What are the steps in data processing ?
3) Explain the features of MS-PowerPoint.
4) What are the advantages of DBMS ?
5) Explain the advantages of Tally.
6) What is MS Excel ? What are its features ?

P.T.O.
III. Answer any three questions. Each question carries fourteen marks. \(3 \times 14 = 42\)

7) Explain the main components of MS Word window.

8) What is MIS? Explain its characteristics.

9) Explain the hierarchical data structure with its advantages and disadvantages.

10) What is mail merge? What are the advantages of mail merge?

11) Explain DSS and its components.
V Semester B.B.A. Degree Examination, November/December 2017  
(CBCS) (Semester Scheme) (F+R)  
(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 5 sub-questions. Each sub-question carries two marks.  
   \((5 \times 2 = 10)\)

1) a) Expand GDSS, TPS.
   b) State any two advantages of powerpoint.
   c) What is an expert system ?
   d) Define spreadsheet.
   e) Give the meaning of EIS.
   f) Mention any four basic elements of tally screen.
   g) What do you mean by folder ?

SECTION – B

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

2) Explain the advantages of Tally.
3) Explain the functions of MIS.
4) Mention any ten different font style names in MS-Word.
5) Explain purposes of database system.
6) What is MS Excel ? What are its features ?
SECTION – C

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

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

8) Explain the text formatting in MS Excel.

9) Explain the different types of system components.

10) Explain DSS and its components.

11) Explain the features of word processing.
(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 ?

SECTION - B

II. Answer any three questions. Each question carries six marks. (3x6=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. (3x14=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.