



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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