



SS – 550

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.



SECTION – C

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