GN-374

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V Semester B.B.A. Examination, December - 2019
(F+R) (CBCS) (Semester Scheme) (2016-17 and Onwards)
BUSINESS ADMINISTRATION
5.2 : Computer Applications 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.   **5x2=10**

   1. (a)   What do you mean by data processing ?

        (b)   What do you mean by Gateway of Tally ?

        (c)   What is a Work Sheet ?

        (d)   What is an Information System ?

        (e)   Define a Cell.

        (f)   Define Data.

        (g)   What is TPS ?

SECTION - B

II. Answer **any 3** questions. Each question carries **six** marks.   **3x6=18**

   2.   What are the differences between Data and Information ?

   3.   Write a note on Bullets and Numbering.

   4.   Explain the advantages of Tally.

   5.   Explain the process of inserting a New Slide in Power Point.

   6.   Explain the features of office automation system.

SECTION - C

III. Answer **any 3** questions. Each question carries **fourteen** marks. **3x14=42**

7. Explain the different types of Information System.

8. Explain the different types of Data Models.

9. What is DBMS ? What are the advantages and disadvantages of DBMS ?

10. Explain different Vouchers in Tally.

11. Explain the main components of MS excel window.

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