V Semester B.B.A. Examination, March/April 2022
(CBCS) (Semester Scheme) (F+R) (2016-17 and Onwards)
BUSINESS ADMINISTRATION
Paper – 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. **(5×2=10)**

1) a) Expand DSS and MSS.

   b) Define data.

   c) What is hardware ?

   d) State any two advantages of PowerPoint.

   e) Give the meaning of E.I.S.

   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. **(3×6=18)**

2) What is MS Excel ? What are its features ?

3) Explain the advantages of Tally.

4) Explain the importance of Bullets and Numbering.

5) Explain the steps to insert Header and Footer in MS Word.

6) What are the differences between Data and Information ?

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 different types of system components.

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

10) What is hierarchical data model ? Explain the advantages and disadvantages.

11) Explain the contents in the Gateway of Tally.

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