V Semester B.B.A. Examination, March 2023
(CBCS) (F+R) (2022 – 2023 Onwards)
BUSINESS ADMINISTRATION
Paper – 5.3 : Management Information and Technology

Time : 3 Hours

Max. Marks : 70

Instruction : *Answer should be written in **English** only.*

SECTION – A

Answer **any 5** sub-questions. **Each** carries **2** marks. (5×2=10)

1. a) Name the various classes of computers.

   b) State any two pointing devices.

   c) What is ROM ?

   d) What is Windows Explorer ?

   e) State any two mail merge features in MS-Office.

   f) What is conditional formatting in Excel ?

   g) What is computerized accounting ?

SECTION – B

Answer **any three** of the following questions. **Each** question carries **five** marks. (3×5=15)

2. List out the role of different types of application and software available these days.

3. Explain briefly the various types of computers.

4. State the salient features of Windows 7 ?

5. Distinguish between DOS and Windows.

6. Explain the advantages of tally.

SECTION – C

Answer **any three** of the following questions. **Each** question carries **twelve** marks.   (3×12=36)

7. Explain the different advantages of using MS-Excel spreadsheet with suitable examples.

8. Explain the different types of Data Models.

9. Write short notes on :
   a) Spell checker
   b) Mail merge
   c) Header and footer.

10. Explain the various steps involved in company creation in tally.

11. What is hierarchical data model ? Explain its advantages and disadvantages.

SECTION – D

Answer the following **compulsory** question. It carries **nine** marks.   (1×9=9)

12. List out the factors for success of the MIS.

                    OR

Prepare the different flow charts of office automation.