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 ?

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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.