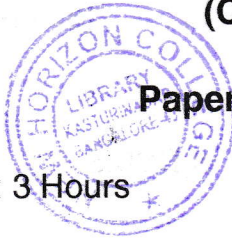**V Semester B.B.A. Examination, March/April 2024**
(CBCS) (Semester Scheme) (Repeaters)
BUSINESS ADMINISTRATION
Paper – 5.2 : Computer Application in Business

Time : 3 Hours

Max. Marks : 70

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

SECTION – A

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

1. a) What is an information system ?

   b) What is a slide ?

   c) Define data.

   d) What is a database ?

   e) State the meaning of a "cell".

   f) Mention any four basic elements of Tally screen.

   g) What is voucher in Tally ?

SECTION – B

Answer **any three** questions. **Each** question carries **six** marks :   **(3×6=18)**

2. What are the differences between Data and Information ?

3. Explain the steps in data processing.

4. Explain the features of Management Information System.

5. Explain the steps to insert header and footer in MS Word.

6. State the advantages of Tally.

SECTION – C

Answer **any three** questions. **Each** question carries **fourteen** marks :   **(3×14=42)**

7. What is MIS ? Explain its characteristics.

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

9. Explain the main components of MS Word Window.

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

11. How to create a company in Tally ? Explain the steps.

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