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V Semester B.B.A. Degree Examination, March/April - 2022

**BACHELORS OF BUSINESS ADMINISTRATION**

**5.4 Information Technology for Business-1**

**(CBCS Fresh Scheme Regular) (2019-20-Batch)**

**Paper : 5.2**

**Time : 3 Hours**

**Maximum Marks : 70**

**Instructions to Candidates:**

Answer should be written in english only.

**SECTION -A**

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

1. a) Define Database.
- b) What is Information System?
- c) Expand TPS GDSS.
- d) What is Microsoft excel?
- e) What do you mean by Green Marketing?
- f) Mention the three elements of MIS.
- g) List the different Methods used for data collection.



**SECTION -B**

**Answer any Three questions. each question carries Five marks. (3×5=15)**

2. Write the functions in Excel for the following
  - a) Inserting date.
  - b) Inserting Time
  - c) Text upper case
  - d) Removing extra spaces
  - e) Finding a position in a string
3. Discuss ToolBars in Excel 2010

**[P.T.O.]**



4. How to create a new blank database in M.S Access?
5. What us the use of H look up? Write the Syntax for H look up.

### SECTION - C

Answer any Three questions. Each question carries 15 marks.

(3 × 15 = 45)

6. What is Information System Briefly explain the sub-systems of Information System.
  7. What is office Automation System Discuss the advantages and disadvantages of office Automation System?
  8. Write a note on
    - a) Data Warehouse
    - b) MIS
    - c) Data Processing.
  9. What is 'Decision Making'? Write down the benefits and limitations of decision making.
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