

Roll No. ....

Total No. of Questions : 07]

[Total No. of Pages : 02

**Paper ID [C0206]**

(Please fill this Paper ID in OMR Sheet)

**BBA (Sem. - 1<sup>st</sup>)****INTRODUCTION TO COMPUTERS - I (BB - 106)****Time : 03 Hours****Maximum Marks : 60****Instruction to Candidates:**

- 1) Section - A is **Compulsory**.
- 2) Attempt any **Four** questions from Section - B.

**Section - A****Q1)****(10 × 2 = 20)**

- a) Differentiate between hardware & software.
- b) What are the various applications of computer?
- c) Differentiate between internal and external commands.
- d) What do you know about desktop, icon, folder and shortcuts?
- e) How can you set the screen saver of the windows?
- f) What do you know about MS-office?
- g) What is slide transition? How can you chose and apply the transition to a slide?
- h) Explain formatting in MS- Word?
- i) How will you insert / delete / merge the rows, columns, and cells in a table of MS-Word documents.
- j) How can you set the slides timing?

**E-803 [1208]****P.T.O.**

**Section - B****(4 × 10 = 40)**

- Q2)** What is the role of Input, output and processing units in computer system?
- Q3)** What is the purpose of AUTOEXEC.BAT? How this file works?
- Q4)** What is the function of windows explorer?
- Q5)** Explain the EDIT MENU items of MS-Word in detail?
- Q6)** How can you create a table? Explain with the help of an example?
- Q7)** Describe the procedure of creating a graph in a slide?

