

Roll No. ....

Total No. of Questions : 07]

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**BBA (Sem. - 1<sup>st</sup>)**  
**INTRODUCTION TO COMPUTERS - I**

**SUBJECT CODE : BB - 106**

**Paper ID : [C0206]**

[Note : Please fill subject code and paper ID on OMR]

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) What is microcomputer? How it is different from super computer?
- b) What is use of SCANDISK and CHKDSK command in MS DOS?
- c) What are various accessories in MS Window? Explain their role.
- d) What is screen saver? How it is implemented on computer screen?
- e) What is system software? Explain its role in computers.
- f) What is table? How table is created in MS Word?
- g) What is use of slide-sorted view in MS Power Point?
- h) What is use of mail merge in MS Word? Explain.
- i) List some animation features of MS Power Point.
- j) Write the steps to insert an organisation chart in MS Power Point.

**Section - B**

**(4 × 10 = 40)**

- Q2)** Draw and explain the block diagram of computer. Also explain the role of computer in business and education.
- Q3)** What are various classifications of computer? Explain the brief history of evolution of computers.

**J-203****P.T.O.**

**Q4)** Write a note on the following :

- (a) Difference between Window and MS DOS.
- (b) Inkjet and LASER printer.

**Q5)** Explain various components of MS office with its integrated nature. What are uses of MS Word and MS Power Point in an organization?

**Q6)** What are various steps to create a presentation? Explain by taking suitable example.

**Q7)** Write a note on the following :

- (a) View of MS Power point.
- (b) Table in MS Word.