

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

BBA (Sem.-1st)

INTRODUCTION TO COMPUTERS

Subject Code : BBA-105 (Batch-2012)

Paper ID : [C1125]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTION TO CANDIDATES :

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTIONS-B consists of FOUR Subsections : Units-I, II, III & IV. Each Subsection contains TWO questions each carrying TEN marks each and student has to attempt any ONE question from each Subsection.

SECTION-A

1. Write briefly :
 - a) Primary Memory
 - b) Octal Number system
 - c) Firmware
 - d) Header and Footer
 - e) AutoSum in Excel
 - f) Calculator
 - g) Compiler
 - h) Application Software
 - i) Block Diagram of a computer
 - j) Mail Merging

SECTION-B

UNIT - I

2. What are different fields of applications of computers? Give proper examples in different fields.
3. Discuss various advantages and limitations of any Computer System.

UNIT - II

4. What are different generations of languages? Write all of them with proper examples.

OR

5. Write in detail about Windows Operating System and describe various components.

UNIT - III

6. Power Point is very important for creating presentations. Discuss different features of power point including clipping, formatting and slide shows.

OR

7. Write step wise detail for the following operations in MS-Word
 - a) Bullets and Numbering
 - b) Find and Replace
 - c) Indentation
 - d) Paragraph Formatting

UNIT - IV

8. How do we sort data in Excel? What are different options in Sorting that can be applied?

OR

9. Charts are very useful features of MS-Excel. Explain five different types of charts and how these can be generated in Excel.