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

l. **Write briefly :**

(a) Differentiate between Data and Information.

(b) Draw the Block diagram of a Computer.

(c) Explain the term Firmware.

(d) Differentiate between Primary and Secondary Memory.

(e) Differentiate between Interpreter and Compiler.

(f) Differentiate between File and Directory in Windows Operating System.

(g) What is slide show?

(h) What is use of PowerPoint?

(i) What is difference between absolute and relative reference in MS-Excel?

(j) What is AUTOSUM in MS-Excel?

SECTION-B

UNIT-I

2. Write detailed note on the following fields of application of Computers.

   (a) Computers in Governance

   (b) Computers in Science & Technology   (5+5=10)

3. Write a detailed note on Classification of Computers.   (10)

UNIT-II

4. Define the term Computer Software. What are different types of Software? Explain in detail about Application and System software.   (10)

5. Explain with procedure about following file manipulation activities in Windows Operating System

   (a) Creating a File.

   (b) Renaming a File.

   (c) Coping and Deleting a File.   (3+3+4=10)

UNIT-III

6. Write a note on mail merge feature of MS-Word.   (10)

7. Write a detailed note on features of MS-PowerPoint.   (10)

UNIT-IV

8. How you can apply formula and functions in Excel? What happens if we copy formula from one cell to another?   (10)

9. Write a note on sorting and filtering data in MS-Excel.   (10)