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Total No. of Pages: 02
Total No. of Questions: 09**BBA, BRDM, BSM (Sem.-1st)**
INTRODUCTION TO COMPUTERS**Subject Code: BBA-105****Paper ID: [C-1125]****Time: 3 Hrs.****Max. Marks: 60****INSTRUCTIONS TO CANDIDATE:**

1. **Section –A is Compulsory.**
2. **Attempt any one questions from each unit to Section-B.**

Section –A**(10x2=20)****Q.1. Answer briefly the following:**

- (a) Differentiate between Input and Output devices.
- (b) Define Firmware.
- (c) Define the function of ALU.
- (d) Define Octal Number System.
- (e) Define Application Software.
- (f) What is Storage Media?
- (g) Define Renaming of File.
- (h) Define Page Formatting in MS-Word.
- (i) Define Footer.
- (j) Define Copying Formula in MS-Excel.

Section –B**Unit-I**

- Q. 2. Define the advantages and disadvantages of Computer along with its applications in various fields. **(10)**
- Q. 3. Give the detailed note on Classification of Computers. **(10)**

Unit-II

- Q. 4. Define Computer Software. Explain all types of Software with examples. **(10)**
- Q. 5. Explain with procedure about following file manipulative activities in Windows Operating system : **(3+3+4)**
 - (a) Creating a File
 - (b) Renaming File
 - (c) Copying and Deleting the File.

Unit-III

- Q. 6. What is Mail Merge? Define the steps to Mail merge. **(10)**
- Q. 7. Write a short note on the following features of MS-PowerPoint : **(5+5)**
- (a) Slide Animation and Slide Shows.
 - (b) Formatting Slides.

Unit-IV

- Q. 8. What is MS-Excel? Explain all its features including Formulas and functions. **(10)**
- Q. 9. Explain the steps of sorting and filtering data in MS-Excel. **(10)**

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