

Roll No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Total No. of Pages : 02

Total No. of Questions : 09

BBA (2012 & Onwards Batches)
Bachelor in (SIM) / BRDM (2014 Batch)
(Sem.-1)

INTRODUCTION TO COMPUTERS

Subject Code : BBA-105

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** Sub-sections : Units-I, II, III & IV.
3. Each Sub-section contains **TWO** questions each, carrying **TEN** marks each.
4. Student has to attempt any **ONE** question from each Sub-section.

SECTION-A

1. Short Answer Questions :

- a) Differentiate among data, instruction and information.
 - b) Define binary number system with the help of example.
 - c) Distinguish application software and system software.
 - d) Write a note on firmware.
 - e) Difference between RAM and ROM.
 - f) List the steps of copying and deleting the directory.
 - g) What is the purpose of header and footer?
 - h) How to Find and replace the text in word document?
 - i) Write a note on cell referencing.
 - j) How Auto sum function works?
-

SECTION-B

Unit-I

2. Discuss in detail working of input-output devices as given below :
Monitor and Mouse.
3. Explain the block diagram of the computer along with the function of different units of computer.

Unit-II

4. Discuss in detail generation of languages. Also differentiate the low and high level languages along with the example.
5. Define the hierarchy of computer memory in terms of storage capacity, cost and access time.

UNIT-III

6. Define various features of word processing document. How to format a document or paragraph in Ms-word discuss in detail?
7. How to design slides in power point and execute slides in it?

UNIT-IV

8. Discuss in detail electronic spread sheets along with features of Ms-excel.
9. Write down steps for creating charts in Ms-excel.