Roll No. ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚   **Total No. of Pages : 02**

Total No. of Questions : 09

BBA (2012 & Onwards Batches)
Bachelor in Service Industry Management (SIM) (2014 & Onwards)
BRDM (2014 & Onwards)
(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. **SECTION-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. **Write briefly :**

   a) Differentiate between absolute and relative address of a cell.

   b) How you can change wallpaper of your desktop?

   c) What do you mean by recycle-bin? What is its purpose?

   d) What are the options available for paragraph formatting?

   e) Discuss limitations of computers.

   f) How you can delete a file and directory?

   g) Explain the Spell checker of WORD.

   h) What are the advantages of PowerPoint presentation?

   i) Differentiate between RAM and ROM.

   j) How headers and footers are applied to a document?

SECTION-B

UNIT-I

2. Explain in detail various Input/Output devices used with a computer system.

3. Perform the following number conversions :

   a) $(3FFF)_{16} = (?)_{10}$

   b) $(F342)_{16} = (?)_2$

   c) $(56)_{10} = (?)_2$

   d) $(B3D8)_{16} = (?)_8$

   e) $(1011.101)_2 = (?)_{16}$

UNIT-II

4. Explain various types of memories used in a computer.

5. Describe various features of Windows operating system.

UNIT-III

6. What kind of objects you can insert in your presentation? Explain. How animation is applied to slides? Explain with example.

7. Briefly explain the following features of MS-WORD with example :

   a) Mail merge

   b) Creation and editing of a table

UNIT-IV

8. a) Discuss features of MS-Excel.

   b) Explain with examples how you can enter series, sort and filter data in MS-Excel.

9. How you can create and edit various types of charts in excel? Explain sequence of steps with the help of a suitable example.