Roll No. ☐☐☐☐☐☐☐☐☐☐☐☐☐   Total No. of Pages : 02
Total No. of Questions : 09
BBA (2012 & Onwards Batches)
BRDM/Bachelor in Service Industry Management (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. **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. **Write briefly :**

   1. List various characteristics of computers.

   2. What do you mean by data representation?

   3. Difference between human ware and firmware.

   4. List the various steps of page formatting.

   5. Difference between primary memory and secondary memory.

   6. List the steps of copying and deleting the file.

   7. Difference between compiler and interpreter.

   8. How to copy a formula in Ms-excel worksheet?

   9. Write a note on electronic spread sheets.

   10. Write a note on Ms-power point clipping.

SECTION-B

UNIT-I

2. Define number system in detail along with the suitable examples.

3   Explain functions of different units of computer with the help of block diagram of computer.

UNIT-II

4. Discuss in detail various types of computer software. Also define the difference between application software and system software.

5. Discuss the Storage hierarchy of computer memory on basis of storage capacity, cost and access time.

UNIT-III

6   How to create tables in Ms-word? What are various options available for table's formatting?

7   Discuss in detail steps of mail-merge in Ms-word.

UNIT-IV

8   Discuss in detail steps of entering data and editing of data in spread sheet with the help of suitable example.

9   How to create database in Ms-excel? What are the steps of sorting the data in database?