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BBA (Sem. - 1st)

INTRODUCTION TO COMPUTERS - I

SUBJECT CODE : BB - 106

Paper ID : [C0206]

[Note : Please fill subject code and paper ID on OMR]

Time : 03 Hours

Maximum Marks : 60

Instruction to Candidates:

- 1) Section - A is Compulsory.
- 2) Attempt any Four questions from Section - B.

Section - A

Q1)

(10 × 2 = 20)

- a) What is microcomputer? How it is different from super computer?
- b) What is use of SCANDISK and CHKDSK command in MS DOS?
- c) What are various accessories in MS Window? Explain their role.
- d) What is screen saver? How it is implemented on computer screen?
- e) What is system software? Explain its role in computers.
- f) What is table? How table is created in MS Word?
- g) What is use of slide-sorted view in MS Power Point?
- h) What is use of mail merge in MS Word? Explain.
- i) List some animation features of MS Power Point.
- j) Write the steps to insert an organisation chart in MS Power Point.

Section - B

(4 × 10 = 40)

- Q2) Draw and explain the block diagram of computer. Also explain the role of computer in business and education.
- Q3) What are various classifications of computer? Explain the brief history of evolution of computers.

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- Q4)** Write a note on the following :
- (a) Difference between Window and MS DOS.
 - (b) Inkjet and LASER printer.
- Q5)** Explain various components of MS office with its integrated nature. What are uses of MS Word and MS Power Point in an organization?
- Q6)** What are various steps to create a presentation? Explain by taking suitable example.
- Q7)** Write a note on the following :
- (a) View of MS Power point.
 - (b) Table in MS Word.

