

Roll No.

Total No. of Questions : 09]

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BBA (Sem. - 1st)

INTRODUCTION TO COMPUTER - I

SUBJECT CODE : BBA - 105 (2012 Batch)

Paper ID : [C1125]

Time : 03 Hours

Maximum Marks : 60

Instruction to Candidates:

- 1) Section - A is **Compulsory**.
- 2) Attempt any **Four** questions from Section - B. It is compulsory to attempt one question from each unit.

Section - A

Q1)

(10 × 2 = 20)

- a) What is the difference between Data and Information.
- b) What are the characteristics of a computer.
- c) Convert $(9ABC)_{16}$ to binary.
- d) Convert $(1011101111)_2$ to Octal.
- e) Define Interpreter.
- f) Define Application Software.
- g) Define System Software.
- h) Discuss the procedure of inserting Header and Footer in MS Word Document.
- i) Discuss the procedure of starting Slide Show in MS Power Point.
- j) Discuss the importance of Cell Referencing in MS Excel.

Section - B

Unit - I

(4 × 10 = 40)

Q2) What are the advantages and limitations of computer. Discuss by taking relevant examples.

OR

Q3) Discuss in detail the various input devices.

Unit - II

Q4) Discuss various generations of computer languages in detail.

OR

Q5) Discuss various features of Windows Operating System in detail.

Unit - III

Q6) What are the applications of Mail Merge. Discuss in detail the procedure of Mail Merge in MS Word.

OR

Q7) What are features of MS Power Point. Discuss by taking appropriate examples.

Unit - IV

Q8) Discuss in detail various features of MS Excel by taking appropriate examples.

OR

Q9) What are different types and importance of charts present in MS Excel. Discuss detailed procedure of creating charts by taking examples.

