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Total No. of Pages: 02
Total No. of Questions: 09

BBA, BRDM, BSM (Sem.-1st)
INTRODUCTION TO COMPUTERS

Subject Code: BBA-105

Paper ID: [C-1125]

Time: 3 Hrs.

Max. Marks: 60

INSTRUCTIONS TO CANDIDATE:

1. **Section –A is Compulsory.**
2. **Attempt any one questions from each unit to Section-B.**

Section –A

(10x2=20)

Q.1. Answer briefly the following:

- (a) Differentiate between Input and Output devices.
- (b) Define Firmware.
- (c) Define the function of ALU.
- (d) Define Octal Number System.
- (e) Define Application Software.
- (f) What is Storage Media?
- (g) Define Renaming of File.
- (h) Define Page Formatting in MS-Word.
- (i) Define Footer.
- (j) Define Copying Formula in MS-Excel.

Section –B

Unit-I

- Q. 2. Define the advantages and disadvantages of Computer along with its applications in various fields. **(10)**
- Q. 3. Give the detailed note on Classification of Computers. **(10)**

Unit-II

- Q. 4. Define Computer Software. Explain all types of Software with examples. **(10)**
- Q. 5. Explain with procedure about following file manipulative activities in Windows Operating system : **(3+3+4)**
- (a) Creating a File
 - (b) Renaming File
 - (c) Copying and Deleting the File.

Unit-III

Q. 6. What is Mail Merge? Define the steps to Mail merge. (10)

Q. 7. Write a short note on the following features of MS-PowerPoint : (5+5)

(a) Slide Animation and Slide Shows.

(b) Formatting Slides.

Unit-IV

Q. 8. What is MS-Excel? Explain all its features including Formulas and functions. (10)

Q. 9. Explain the steps of sorting and filtering data in MS-Excel. (10)

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