

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 09

BBA (2012 & Onwards Batches) / BRDM (2014 & Onwards)
Bachelor in Service Industry Management (SIM) (2014 & Onwards)
(Sem.-1)

INTRODUCTION TO COMPUTERS

Subject Code : BBA-105

Paper ID : [C1125]

Time : 3 Hrs.

Max. Marks : 60

INSTRUCTIONS 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 :

- a) Secondary Memory
- b) Hexadecimal Number system
- c) Hardware
- d) Side Margins
- e) Copying Formula in Excel
- f) Notepad
- g) Interpreter
- h) System Software
- i) Input Devices
- j) Indentation

SECTION-B

UNIT-I

2. a) What are different characteristics of computers?
b) Write a note on output devices.
3. Discuss various advantages and limitations of any Computer System.

UNIT-II

4. What is Computer Memory? Discuss different types of memory and their relative performance.
5. Write in detail about paintbrush and different operations available in paintbrush.

UNIT-III

6. Power Point is very important for creating presentations. Discuss different features of power point including clipping, formatting and slide shows.
7. Write step wise detail for the following operations in MS-Word
 - a) Mail Merging
 - b) Formatting Documents

UNIT-IV

8. How we do cell referencing in Excel? What are different options in Cell referencing that can be applied?
9. Formulas are very useful features of MS-Excel. Explain five different types of formulas and how these can be implemented in Excel.