

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

**BBA (2012 & Onwards Batches)
Bachlor in (SIM) / BRDM (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. **What is the role of hardware in Computers?**
2. **Differentiate RAM and ROM.**
3. **What is need of page formatting?**
4. **What are the steps of creating directory and subdirectory?**
5. **Compare compiler with interpreter.**
6. **Convert binary number 10001100 into hexadecimal number.**
7. **How document is formatted in MS Word?**
8. **Give the syntax of creating a file.**
9. **Write the steps of Slide Animation in MS PowerPoint.**
10. **What is cell referencing in MS Excel?**

SECTION-B

UNIT-I

2. Discuss the classification of computers.
3. Explain different Input/output devices used for functioning of computer.

UNIT-II

4. What are the salient features of window operating system?
5. Discuss various accessories available in window operating system.

UNIT-III

6. Write a note on Mail merge in MS word showing with example.
7. Write the common features of Formatting PowerPoint slide.

UNIT-IV

8. Explain the functioning of MS Excel by taking any suitable example.
9. Write the steps of filtering the data in MS Excel worksheet.