

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 09

**BBA (2012 & Onwards Batches)
Bachelor in Service Industry Management (SIM) (2014 & Onwards)
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. **SECTION-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) Differentiate between absolute and relative address of a cell.
- b) How you can change wallpaper of your desktop?
- c) What do you mean by recycle-bin? What is its purpose?
- d) What are the options available for paragraph formatting?
- e) Discuss limitations of computers.
- f) How you can delete a file and directory?
- g) Explain the Spell checker of WORD.
- h) What are the advantages of PowerPoint presentation?
- i) Differentiate between RAM and ROM.
- j) How headers and footers are applied to a document?

SECTION-B

UNIT-I

2. Explain in detail various Input/Output devices used with a computer system.
3. Perform the following number conversions :
 - a) $(3FFF)_{16} = (?)_{10}$
 - b) $(F342)_{16} = (?)_2$
 - c) $(56)_{10} = (?)_2$
 - d) $(B3D8)_{16} = (?)_8$
 - e) $(1011.101)_2 = (?)_{16}$

UNIT-II

4. Explain various types of memories used in a computer.
5. Describe various features of Windows operating system.

UNIT-III

6. What kind of objects you can insert in your presentation? Explain. How animation is applied to slides? Explain with example.
7. Briefly explain the following features of MS-WORD with example :
 - a) Mail merge
 - b) Creation and editing of a table

UNIT-IV

8.
 - a) Discuss features of MS-Excel.
 - b) Explain with examples how you can enter series, sort and filter data in MS-Excel.
9. How you can create and edit various types of charts in excel? Explain sequence of steps with the help of a suitable example.