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Total No. of Questions: 09

Total No. of Pages: 02

BBA/Bachelor in Service Industry Management (SIM)/ BRDM(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. In Section B there are **FOUR** Units. Attempt **ONE** question from every Unit. Each question carries **TEN** marks.

SECTION A

1.

- a) Give some specification of computer monitor?
- b) Which is the fifth generation of computers?
- c) Write the use of Main Memory in computers?
- d) How to create a subdirectory in command prompt?
- e) Differentiate low and high level languages?
- f) Convert binary number 10111100 into hexadecimal number?
- g) What are borders and shades?
- h) How spell checking is done in MS Word?
- i) Discuss Slide Animation in MS PowerPoint?
- j) What is filtering in MS Excel?

SECTION B

UNIT I

2. Give the classification of computers according to purpose?
3. Explain different number systems in computers?

UNIT II

4. Which is the latest window operating system? Give its features?
5. Discuss function of control panel in window operating system?

UNIT III

6. Describe the various features such as Mail merge and page justification in MS Word?
7. Explain the way of making good PowerPoint presentation?

UNIT IV

8. Explain the functioning of MS Excel by taking any suitable example?
9. Write the steps of using formulas in MS Excel worksheet?