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Total No. of Pages: 02

Total No. of Questions: 09

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

INTRODUCTION TO COMPUTERS

M Code: 10542

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. **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.
 - a) Discuss mail-merge feature of MS-word.
 - b) How you can change screen saver of your desktop?
 - c) How cell addresses and ranges are specified in an Excel sheet.
 - d) Differentiate between low level and high level languages.
 - e) What do you mean by slide show? What options are available for this?
 - f) How “find” and “replace” are used.
 - g) Write the steps to sort columns of a Table in MS-Word.
 - h) How you can copy and rename a file?
 - i) How you can save and print your document.
 - j) Differentiate between hardware and software.

SECTION B

UNIT-I

2. What do you mean by a computer? Draw its block diagram and explain functioning of various units.
3. Perform the following number conversions:
 - a) $(135)_{10} = (?)_2$
 - b) $(479)_{10} = (?)_{BCD}$
 - c) $(10110111)_2 = (?)_{16}$
 - d) $(724)_8 = (?)_2$
 - e) $(6254)_{10} = (?)_8$

UNIT-II

4. Explain in detail generations of computers.
5. What is an Operating system? Explain basic elements of Windows.

UNIT-III

6. Explain in detail features and tools of PowerPoint.
7. Briefly explain the following features of MS-WORD with example.
 - a) Formatting tools
 - b) Table creation and editing

UNIT-IV

8.
 - a) How you can create, edit and save a spreadsheet with MS Excel?
 - b) Explain with examples how you can use formulas and functions in MS Excel.
9. What is a database? How you can create and use databases with Excel? Give example.