Roll No. ☐☐☐☐☐☐☐☐☐☐☐   Total No. of Pages : 02

Total No. of Questions : 18

BBA (2014 to 2017)/BRDM/B.SIM (2014 & Onwards)
(Sem.–1)
INTRODUCTION TO COMPUTERS
Subject Code : BBA-105
M.Code : 10542

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. **Students have to attempt any ONE question from each Sub-section.**

SECTION-A

Answer briefly :

1) What are the points of distinction between Data and Information?

2) What is Firmware?

3) Convert the Octal number $(256)_8$ into Hexadecimal number.

4) What is Cache Memory?

5) Distinguish between directory and sub directory.

6) What are the features of Magnetic Disk?

7) What is the use of Header in MS-Word?

8) Write any two animations applied to MS-Powerpoint.

9) What is an electronic spreadsheet?

10) Distinguish between workbook and worksheet.

SECTION-B

UNIT-I

11) What are the differences between an input and output device? Can a device be used as both an input and output device? If no, explain why? If yes, give an example of such a device.

12) What is a Computer? Explain the various classifications of Computer.

UNIT-II

13) What are the points of distinction between Application software and System software?

14) Explain the various generations of languages in computers.

UNIT-III

15) What are the various features of MS-Word for formatting documents in an organization?

16) How to design a good power point presentation? How to execute slides during the presentation?

UNIT-IV

17) What are the various features of MS-Excel?

18) Write down the steps for creating charts in MS-Excel.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.