

**Roll No.**

**Total No. of Pages : 02**

**Total No. of Questions : 09**

**BBA / BRDM / BSIM / BBA (RM) (Sem.-1)**

# INTRODUCTION TO COMPUTERS

**Subject Code : BBA-105**

**M.Code : 10542**

**Date of Examination : 19-01-2023**

**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. Answer briefly :**

- What is an Email?
- What is the use of secondary memory?
- What is Footer in WORD?
- Explain the source code.
- How many Bits are there in a byte?
- How copying of a formula is done in EXCEL?
- What is an internet?
- How two files are merged in WORD?
- What is a high level language?
- What is a time sharing system?

## **SECTION-B**

### **UNIT-I**

2. What are the various memories used in computers? Explain with the help of example.
3. Convert the number 12345 and 54321 with base 10 to binary, octal, hexadecimal numbers.

### **UNIT-II**

4. What is mail merge? How is it used in the word package? Explain with example.
5. What is a master slide? How Master Slide is created in Power Point? Explain with example.

### **UNIT-III**

6. How Graphs are used in EXCEL? Explain with example.
7. How sorting and filtering of Data is done in EXCEL? Explain with example.

### **UNIT-IV**

8. What is an operating system? What do you mean by booting? Also explain what is meant by loading, saving, compiling & execution of a program?
9. How System software is different from application program? Explain with example.

**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.**