

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 18

BBA (2014 to 2017)/BRDM/B.SIM (2014 & Onwards)
(Sem.-I)

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? Convert the Octal number (256)₈ into
- 3) Hexadecimal number.
- 4) What is Cache Memory?
- 5) Distinguish between directory and sub directory. What are the
- 6) features of Magnetic Disk? What is the use of Header in MS-Word?
- 7) Write any two animations applied to MS-Powerpoint. What is an
- 8) electronic spreadsheet?
- 9)
- 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.