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

Total No. of Questions : 09

BBA (2013 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. Student has to attempt any ONE question from each Sub-section.

SECTION-A

1. Answer briefly :

    a. Information

    b. Computer Memory

    c. Control Unit

    d. Compiler

    e. Software

    f. Mail Merge

    g. Slide Show

    h. Word Processing

    i. Electronic Spreadsheet

    j. Cell Referencing in MS-Excel

SECTION-B

UNIT-I

2. What do you mean by computer? Draw its block diagram and explain the functioning of its units.

3. Discuss the input and output devices of computer.

UNIT-II

4. Differentiate between application and system software. Illustrate with examples.

5. Explain the different types of computer memory.

UNIT-III

6. Explain in detail the 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. What are the features of MS-Excel? Explain with examples how you can use formulas and functions in MS Excel.

9. What are Charts? How are they created and used using 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.