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Total No. of Pages : 02

Total No. of Questions : 09

B.Sc. (Business Economics) (BBE) (2015 to 2017) (Sem.-I)

INTRODUCTION TO COMPUTERS

Subject Code : BBE-105

M.Code : 72695

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. Write briefly :
 - a) Discuss the characteristics of a computer.
 - b) Explain the classification of computers.
 - c) Differentiate between compiler and interpreter.
 - d) What is the utility of low level languages?
 - e) What is custom animation in MS PowerPoint?
 - f) Differentiate between header and footer in MS Word.
 - g) Describe any two important characteristics of MS Excel.
 - h) Define a database and its utility.
 - i) Discuss what is Auto-fill feature in MS Excel.
 - j) What is the function of Paintbrush function in MS Word?

SECTION-B

UNIT-I

2. Draw a labeled block diagram of a computer. Further explain the various functions of different units of a computer.
3. List and explain the different number systems. Also list their formats for inter-conversion.

UNIT-II

4. Explain what is meant by a storage media. What are its types? List the various storage media commonly used today giving examples.
5. Write notes on :
 - a) Generations of languages
 - b) Application and system software

UNIT-III

6. Write notes on :
 - a) Page formatting in MS Word
 - b) MS PowerPoint clippings
7. Explain what is meant by mail merge in MS Word? What are its uses and how is it applied?

UNIT-IV

8. Define an electronic spreadsheet. List the characteristics and uses of MS Excel.
9. Differentiate in detail between data sorting and data filtering. Give examples.

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.