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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) What is the difference between Hardware and Software?
  - b) Convert the following hexadecimal into binary :
    - i) 45C
    - ii) 150
  - c) What is cell reference? How cell reference is useful in the calculation?
  - d) What is the difference between application software and system software?
  - e) What is Autosum in excel? Give example.
  - f) List out any two features of MS-power point
  - g) What is mail merging in Word?
  - h) Explain the block diagram of computer in brief.
  - i) What is the difference between a compiler and an interpreter?
  - j) What is the difference between a directory and a subdirectory? Which command creates a directory?

## SECTION-B

### UNIT-I

- 2) What is data processing? Differentiate between data and information. Which is more useful to the people?
- 3) Define Software. List and explain the types of software. Give two example of each category.

### UNIT-II

- 4) Convert the octal number 577.46 to the Following :
  - a) Decimal number
  - b) Binary number
  - c) Hexadecimal number
- 5) Discuss various windows accessories calculator, paintbrush and CD player.

### UNIT-III

- 6) What is paragraph formatting in MS word? What are the steps to format a paragraph?
- 7) Explain the various features of MS Excel. How the data is entered and sorted?

### UNIT-IV

- 8) List out some important characteristics of Computer.
- 9) Explain in detail about Mail Merge in MS-Word.

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.