

Roll No.

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Total No. of Pages : 02

Total No. of Questions : 09

BBA (2014 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) What are applications of Software's for Computers?
- b) Convert binary number 10011101 into hexadecimal number.
- c) Which number system is used for storing data in memory?
- d) What are primary memory devices?
- e) Differentiate compiler with interpreter.
- f) What is Page Layout?
- g) Write **any two** formulas available in MS Excel.
- h) How we can undo changes in MS Word?
- i) What is paragraph formatting in Word?
- j) Discuss the use of electronic spreadsheets.

SECTION-B

UNIT-I

2. Draw and explain the block diagram of digital computer and explain the function of each block.
3. Give the examples of input and output devices and their functions.

UNIT-II

4. How many types of operating systems are there? Explain **any one**?
5. What are the tools of paint brush?

UNIT-III

6. Describe the various features such as spell check and insert symbols in MS Word.
7. Discuss the steps of Formatting slides in PowerPoint.

UNIT-IV

8. Illustrate the use of MS Excel for addition of five numbers using worksheet.
9. How will you sort the data in MS Excel Worksheet?

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.