

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.**