

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**I. 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.