



Roll No.

Total No. of Pages : 02

Total No. of Questions : 18

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. Students have to attempt any **ONE** question from each Sub-section.

SECTION-A

Answer briefly :

- 1) What are the points of distinction between Data and Information?
- 2) What is Firmware?
- 3) Convert the Octal number $(256)_8$ into Hexadecimal number.
- 4) What is Cache Memory?
- 5) Distinguish between directory and sub directory.
- 6) What are the features of Magnetic Disk?
- 7) What is the use of Header in MS-Word?
- 8) Write any two animations applied to MS-Powerpoint.
- 9) What is an electronic spreadsheet?
- 10) Distinguish between workbook and worksheet.

SECTION-B**UNIT-I**

- 11) What are the differences between an input and output device? Can a device be used as both an input and output device? If no, explain why? If yes, give an example of such a device.
- 12) What is a Computer? Explain the various classifications of Computer.

UNIT-II

- 13) What are the points of distinction between Application software and System software?
- 14) Explain the various generations of languages in computers.

UNIT-III

- 15) What are the various features of MS-Word for formatting documents in an organization?
- 16) How to design a good power point presentation? How to execute slides during the presentation?

UNIT-IV

- 17) What are the various features of MS-Excel?
- 18) Write down the steps for creating charts in 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.