Roll No. ☐☐☐☐☐☐☐☐☐☐☐   Total No. of Pages : 02

Total No. of Questions : 09

B.Sc. (Business Economics) (BBE) (2015 to 2017)   (Sem.–1)

INTRODUCTION TO COMPUTERS

Subject Code : BBE-105
Paper ID : [72695]

Time : 3 Hrs.   Max. Marks : 60

INSTRUCTIONS TO CANDIDATES :
1. **SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.**
2. **SECTIONS-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) DATA

   b) Output devices

   c) Software

   d) Functions of CPU

   e) Binary number system

   f) Compiler

   g) Use of header and footer

   h) Interpreter

   i) Application software

   j) Electronic spreadsheet

SECTION-B

UNIT-I

2. Discuss in detail characteristics of the computer.

3. What is a computer? Discuss in detail the classification of computers.

UNIT-II

4. Explain with the procedure about following activities in windows operating system :

    a) Creating a file

    b) Renaming a file

    c) Coping and deleting a file

    d) Creating a Directory

    e) Creating subdirectory

5. Write a detailed note on advantages and limitations of high level and low level languages.

UNIT-III

6. Write a detailed note on mail merge. Discuss its importance for various organizations' in managing day to day activities.

7. Discuss in detail the various formatting options in MS-Word and MS- PowerPoint.

UNIT-IV

8. Explain various charts in MS Excel. Discuss the concept of Cell Referencing in MS Excel.

9. What are various ways in MS Excel to format data? Discuss in detail by citing examples.