Roll No. ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚   **Total No. of Pages : 02**

Total No. of Questions : 09

BBA (2012 & Onwards Batches)
Bachlor in (SIM) / BRDM (2014 Batch)
(Sem.–1)
INTRODUCTION TO COMPUTERS
Subject Code : BBA-105
Paper ID : [C1125]

Time : 3 Hrs.   **Max. Marks : 60**

INSTRUCTION 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.   **Short Answer Questions :**

g data, instruction and information a) Differentiate

ber system with the help of example. b) Define.

c)   Distinguish application software and system software.

d)   Write a note on firmware.

e)   Difference between RAM and ROM.

f)   List the steps of copying and deleting the directory.

g)   What is the purpose of header and footer?

h)   How to Find and replace the text in word document?

i)   Write a note on cell referencing.

j)   How Auto sum function works?

SECTION-B

Unit-I

2. Discuss in detail working of input-output devices as given below :

   Monitor and Mouse.

3. Explain the block diagram of the computer along with the function of different units of computer.

Unit-II

4. Discuss in detail generation of languages. Also differentiate the low and high level languages along with the example.

5. Define the hierarchy of computer memory in terms of storage capacity, cost and access time.

UNIT-III

6. Define various features of word processing document. How to format a document or paragraph in Ms-word discuss in detail?

7. How to design slides in power point and execute slides in it?

UNIT-IV

8. Discuss in detail electronic spread sheets along with features of Ms-excel.

9. Write down steps for creating charts in Ms -excel