

Roll No.

Total No. of Pages : 2

Total No. of Questions : 07

BBA (Sem.-1<sup>st</sup>)

**INTRODUCTION TO COMPUTERS-I**

Subject Code : BB-106 (2007 to 2011 Batch)

Paper ID : [C0206]

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTION TO CANDIDATES :**

1. SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
2. SECTION-B contains SIX questions carrying TEN marks each and students has to attempt any FOUR questions.

**SECTION-A**

**1. Write briefly :**

uter? Where it is used?

- (b) What is use of BACKUP command in MS DOS?
- (c) What are uses of window explorer? Explain.
- (d) What are header and footers? How they are implemented in MS Word?
- (e) What is application software? List any three application software.
- (f) What is content wizard? Explain its use.
- (g) What is the role of master slides in MS Power Point?
- (h) Define hardware and software.
- (i) What is use of tabs in MS Word?
- (j) Write the steps to insert a picture in MS Power Point.

## SECTION-B

2. What is computer? Explain its characteristics. How computer is different from human being? Explain. (10)
3. Explain the role of input output devices in computer. (10)
4. Write a note on the following :
  - a) Features of MS DOS.
  - b) Internal and External Commands. (5×2=10)
5. What are components of MS Office. Explain various features of MS Word. (10)
6. What is presentation? Explain the role of power point in developing business presentation. (10)
7. Write a note on the following :
  - a) Toolbars in MS Power Point (5×2=10)

f MS Power Point