

BBA

BB-106(Introduction to Computer-I)

Paper ID-C0206

Time allowed: 3 Hrs

Max Marks: 60

Note:-The question paper has two sections A and B. **Section A** is of **20 marks** and is **compulsory** having 10 questions of 2 marks each. **Section B** is of **40 marks** and contains six full length questions of 10 marks each, out of which the candidate is required to **attempt any 4 questions**.

Section A

1.
 - a) What is the role of CPU in Computer working?
 - b) Differentiate between primary and secondary memory.
 - c) Explain various types of programming languages.
 - d) How do you create a new folder in Windows Explorer?
 - e) How will you add or remove columns from table?
 - f) What is menu? How many menus are present in MS-Word?
Which menu contains header and footer command?
 - g) What is the significance of header and footer? How will you apply Headers and Footers in MS-Word?
 - h) Differentiate between MD and CD command.
 - i) Explain the steps of creating a new presentation.
 - j) How will you insert picture in your presentation?

Section B

2. What do you mean by computer? Explain the various types of computer and block diagram of a computer.
3. Explain the various storage devices in a computer.
4. What is DOS? What are its features? Give a note and difference on Internal and External commands.
5. What is mail- merge? Explain various steps to perform mail merge.

6. What is MS-Office? “Office is fully Integrated” Explain how?
7. Explain all the slide views in Power Point.

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