

Roll No.

Total No. of Questions : 13]

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Paper ID [B0106]

(Please fill this Paper ID in OMR Sheet)

BBA - 106 (Old / S05) (Sem. - 1st) INTRODUCTION TO COMPUTER

Time : 03 Hours

Maximum Marks : 75

Instruction to Candidates:

- 1) Section -A is **Compulsory**.
- 2) Attempt any **Nine** questions from Section - B.

Section - A

(15 × 2 = 30)

Q1)

- a) What are four basic functions of a computer?
- b) Distinguish between internal and external memory.
- c) What is bus?
- d) Define an operating system.
- e) Differentiate between an interpreter and compiler.
- f) What is a subdirectory? How do you change a subdirectory.
- g) Give the name of function to add column values in spreadsheets.
- h) How excel can be used in presentation?
- i) What is an interface?
- j) Describe the use of control key sequences in MS-WORD.
- k) Where is control menu located in a window?
- l) Distinguish between application and document window.
- m) What is the main directory of a hard disk called?
- n) What activities are generally involved in text editing?
- o) What are different generations of computer?

Section - B

(9 × 5 = 45)

- Q2)** Explain various functions of an operating system.
- Q3)** What are internal and external DOS commands?
- Q4)** Elaborate the steps to format hard disk.
- Q5)** Give DOS commands for :-
(i) Deleting a file.
(ii) Deleting a directory.
(iii) Deleting a group of files.
- Q6)** Describe main features of GUI.
- Q7)** Write the names of programs associated with following file extension types.
(i) .crd (ii) .clp (iii) .txt (iv) .bmp (v) .doc.
- Q8)** Discuss the advantages and disadvantages of database management system.
- Q9)** Discuss the usage of spreadsheets.
- Q10)** Write steps for sorting data using spreadsheets.
- Q11)** How formatting of text and numbers is done in spreadsheets.
- Q12)** What do you mean by mail merging? Write down its steps.
- Q13)** Describe the use of control panel in windows.

