

BBA (Sem. - 1st)
INTRODUCTION TO COMPUTERS - I
SUBJECT CODE : BB - 106
Paper ID : [C0206]

[Note : Please fill subject code and paper ID on OMR]

Time : 03 Hours

Maximum Marks : 60

Instruction to Candidates:

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

Section - A

Q1)

(10 x 2 = 20)

- a) What are mini computer and main frame computer?
- b) What are text alignments in MS Word?
- c) What is LASER printer? Explain.
- d) What are different animation features are available in MS Power Point?
- e) What is use of mail merge?
- f) What are various components of MS Office?
- g) Explain the difference between impact and non impact printers.
- h) What is DVD? How it is different from CD?
- i) How will you create a table in MS Word?
- j) How will you create and copy a slide in MS Power Point?

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Section - B

(4 x 10 = 40)

- Q2)** What is computer? Explain various generations of computers. Explain the role of computer in Education and Medical Sciences.
- Q3)** What is MS-DOS? What are its basic features? Explain any five internal and external commands with examples.
- Q4)** What are accessories in MS Window? Explain their uses.
- Q5)** What are various Input and Output devices? Explain their role in computer working.
- Q6)** What is MS Word? What are its formatting features? Explain with example.
- Q7)** What is use of MS Power Point? Explain the role of standard, formatting and drawing toolbar in MS Power Point.

