Roll No. ....

Total No. of Questions : 07]   [Total No. of Pages : 02

Paper ID [C0206]

(Please fill this Paper ID in OMR Sheet)

BBA (Sem. - 1ˢᵗ)
INTRODUCTION TO COMPUTERS - I (BB - 106)

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 × 2 = 20)*

a)   Differentiate between hardware & software.

b)   What are the various applications of computer?

c)   Differentiate between internal and external commands.

d)   What do you know about desktop, icon, folder and shortcuts?

e)   How can you set the screen saver of the windows?

f)   What do you know about MS-office?

g)   What is slide transition? How can you chose and apply the transition to a slide?

h)   Explain formatting in MS- Word?

i)   How will you insert / delete / merge the rows, columns, and cells in a table of MS-Word documents.

j)   How can you set the slides timing?

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Section - B

(4 × 10 = 40)

Q2) What is the role of Input, output and processing units in computer system?

Q3) What is the purpose of AUTOEXEC.BAT? How this file works?

Q4) What is the function of windows explorer?

Q5) Explain the EDIT MENU items of MS-Word in detail?

Q6) How can you create a table? Explain with the help of an example?

Q7) Describe the procedure of creating a graph in a slide?

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