

Roll No. ....

Total No. of Pages : 2

Total No. of Questions : 07

**BBA (Sem.-1)**  
**INTRODUCTION TO COMPUTERS- I**  
**Subject Code : BB-106**  
**Paper ID : [C0206]**

Time : 3 Hrs.

Max. Marks : 60

**INSTRUCTION TO CANDIDATES :**

1. SECTION-A is COMPULSORY.
2. Attempt any FOUR questions from SECTION-B.

**SECTION-A (10 × 2 = 20 Marks)**

1. Write short notes on :

- (a) What is a Computer and list its basic components?
- (b) Categorize computers into different types based on their generation and computing paradigms
- (c) What is an I/O device? Explain with a suitable example?
- (d) Differentiate between Hardware and Software.
- (e) What is DOS? List five commands of DOS.
- (f) List 2 most basic differences between DOS and Windows Operating Systems.
- (g) What is difference between a simple text document and a Word document?
- (h) Write steps to create a table and insert rows and columns in it
- (i) List the default extensions of files created in MS-Word and MS-PowerPoint.
- (j) Name the PowerPoint Component which is used to swap two slides in a presentation.

**SECTION-B (4 × 10 = 40 Marks)**

2. Explain in detail Evolution of computers over a period of time and explain the features and capabilities of Computers of each era with suitable example for each type of computer.
3. Draw a Block diagram depicting the various components of a computer. Explain the various components in detail and its purpose in the computer system with suitable examples. List the various I/O devices used.
4. Write the syntax for usage of each of the following commands with suitable examples illustrating the output from each of these commands
  - dir
  - cd
  - Copy
  - SCANDISK
  - CHKDSK
5. Write stepwise procedure to create a Word document containing Simple text arranged in three different paragraphs which are aligned left, right and justified respectively. Add to this document a table containing students record consisting of Roll\_No, Name, Address, Branch, Contact No.
6. Create a PowerPoint Presentation consisting of 7 slides containing following in the order of slides
  - Information about an Institution
  - Information about courses offered
  - Information about admission procedure
  - Information about fee structure
  - Information about students
  - information about academic activities
  - Information about Cultural activities

Write steps to create the above said presentation. Use necessary controls like Picture, Table, Chart etc where ever required as per your data.

7. Explain MailMerge in detail and write the stepwise procedure to create a data source and adding and removing fields from the data source once it has been created.