

Roll No.

Total No. of Questions : 07]

[Total No. of Pages : 02

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 × 2 = 20)

- a) How you will differentiate between data and information?
- b) List out some of the uses of computers.
- c) How are characters represented in computers?
- d) What is the difference between numeric and non-numeric data?
- e) For which purpose Paint Brush is used?
- f) Discuss some advantage and disadvantage of e-mail over ordinary mail.
- g) How can you change the case of the characters from lowercase to uppercase in MS-Word?
- h) For what purpose find and replace is used?
- i) What do you mean by HEADERS AND FOOTERS?
- j) Discuss the following DOS commands: COPY CON, TYPE FORMAT and RENNAME.

Section - B

(4 × 10 = 40)

- Q2) Elaborate the advances in computers in all the generations starting from first.
- Q3) Discuss the role of each block in the Block diagram of computer. Which part according to you is the most important and why.
- Q4) Discuss input and output devices. Explain any two of each of them.
- Q5) Which are the different softwares available in MS Office Package? For what purpose is MS PowerPoint is used.
- Q6) What is the mail merge feature of MS-Word? Explain the procedure with example.
- Q7) (a) What do mean by a thesaurus? How is it used in MS-Word?
(b) Define and distinguish between Auto Correct, Auto Complete and Auto Text facilities available in MS-Word.

