Roll No. ....

Total No. of Questions : 07]

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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) What is microcomputer? How it is different from super computer?

b) What is use of SCANDISK and CHKDSK command in MS DOS?

c) What are various accessories in MS Window? Explain their role.

d) What is screen saver? How it is implemented on computer screen?

e) What is system software? Explain its role in computers.

f) What is table? How table is created in MS Word?

g) What is use of slide-sorted view in MS Power Point?

h) What is use of mail merge in MS Word? Explain.

i) List some animation features of MS Power Point.

j) Write the steps to insert an organisation chart in MS Power Point.

Section - B

(4 × 10 = 40)

Q2) Draw and explain the block diagram of computer. Also explain the role of computer in business and education.

Q3) What are various classifications of computer? Explain the brief history of evolution of computers.

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P.T.O.

Q4) Write a note on the following :

(a) Difference between Window and MS DOS.

(b) Inkjet and LASER printer.

Q5) Explain various components of MS office with its integrated nature. What are uses of MS Word and MS Power Point in an organization?

Q6) What are various steps to create a presentation? Explain by taking suitable example.

Q7) Write a note on the following :

(a) View of MS Power point.

(b) Table in MS Word.

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