

Roll No.

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BBA (Sem. – 1st)

INTRODUCTION TO COMPUTER - I

SUBJECT CODE : BB - 106Paper ID : [C0206]

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 are the various characteristics of a computer?
- b) Differentiate between Impact and Non Impact printers.
- c) What is the importance of virtual and cache memory?
- d) What do you mean by external commands? Why are these called external commands? Give name of three.
- e) What is GUI? Explain its features.
- f) Explain the auto correct feature in MS-Word.
- g) What are the advantages of mail merge in MS Word?
- h) What do you mean by Slide View? Which View is the default view in power point?
- i) Discuss how animation can be used in presentation?
- j) What are the various steps to include header and footer in the presentation?

Section - B**(4 × 10 = 40)**

- Q2)** What do you mean by generations of a computer? Explain the various generations of a computer.
- Q3)** What do you mean by software? Explain various types of software.
- Q4)** Differentiate between Windows and DOS. What is a window Explorer? What are the various methods to open it? What are the various operations that can be performed with the help of Windows explorer?
- Q5)** Explain the steps and commands for following in MS-Word:
 - a) Creating a Document
 - b) Opening a Document
 - c) Saving a Document
 - d) Printing a Document
- Q6)** Design a power point presentation for a collage. Make your own assumptions about the presentation.
- Q7)** Explain the support for tables in MS-Word.

