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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.

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P.T.O.

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.

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