

Roll No.

Total No. of Pages : 2

Total No. of Questions : 07

BBA (Sem.-1st)

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 consisting of TEN questions carrying TWO marks each.
2. SECTION-B contains SIX questions carrying TEN marks each and students has to attempt any FOUR questions.

SECTION-A

1. Write short notes on :
 - a) SCANDISK
 - b) Time Zone
 - c) BACKUP Command
 - d) Resizing pictures
 - e) DIR command
 - f) Moving files from one folder to other folder
 - g) Copying a slide
 - h) Print Preview
 - i) Splitting Cells
 - j) Footers

SECTION-B

2. Give the brief history of evolution of computers with examples.
3. Describe the operation of Mail Merge in a step wise manner with example.

4. Explain how the following operations will be done :
 - a) Inserting organization Chart in the power point
 - b) Using Auto Content Wizard
5. What are the major tools in the accessories of windows? Describe any five of them.
6. What are I/O devices? Discuss any five input devices and any five Output devices.
7. Describe any five differences between windows and DOS operating systems.