

Dr. Babasaheb Ambedkar Open University
Term End Examination July – 2021

Course	: BBAR/DBAR	Date	: 29-July-2021
Subject Code	: BBAR/DBAR-203	Time	: 01:00pm to 03:00pm
Subject Name	: Computer Application	Duration	: 02 Hours
		Max. Marks	: 50

Section A

Answer the following (Attempt any two) (20)

1. Discuss different input devices.
2. Explain the history of Windows OS.
3. Explain the Microsoft Word Interface. Also explain how to enter and edit text in word document with spelling and Grammar.
4. Explain how to create formulas to perform calculations. Also explain how to copy and paste formula in MS-Excel.

Section B

Answer the following (Attempt any three) (15)

1. List out Different storage devices and explain any two of them.
2. Explain Operating System and its types.
3. Explain Root folders and Subfolders.
4. Discuss Distributed Processing with its advantages and disadvantages.
5. Explain Date & Time Functions of MS Excel.

Section C

Part – A (Multiple Choice Questions) (10)

- 1 A device you use to transfer text and images from a computer to a paper or to another medium is called _____.
A Plotter B Printer
C Monitor D All
- 2 CPU stands for _____.
A Central Processing Unit B Central Point Unit
C Central Process Unit D Control Processing Unit
- 3 Which of the following is a new feature in Windows 10.
A Microsoft Edge B Cortana
C Tablet Mode D All of these
- 4 Which of the following are popular Linux distributions?
A Linux Mint B Ubuntu
C Solus D All of these
- 5 The ____ is a new way to get assistance with specific tasks in Word.
A Quick Access Toolbar B Title bar
C Ribbon D Tell Me tool

- 6 ___ references are a combination of relative and absolute.
A Relative B Mixed
C A&B D None
- 7 To save a new Microsoft PowerPoint presentation online:
A Select File>Save and tile your presentation B Select Ctrl+S(PC) or Command+S(Mac)
C Click to edit presentation and rename D None of these
- 8 To Save a new Google Slides presentation:
A Select Ctrl+S B Click to edit Untitled presentation and rename
C Select File>Save and title your presentation D None
- 9 The ___ in presentation contains the information you want to communicate with your audience.
A Slide B Slide Layout
C Theme D Template
- 10 A ___ is a collection of information centrally organized so that various programs can have access to the same information set.
A Database B Word
C Presentation D Excel

Part – B (Do as Directed)

(05)

- 1 Inkjet Printers are ___ printers.
- 2 ROM stands for ____.
- 3 There are ___ principal types of interfaces.
- 4 To select multiple files one by one we need to press ctrl key and click.(T/F)
- 5 Operating systems are System Software. (T/F)
