

Exam. Code : 105401

Subject Code : 1361

Bachelor in Business Administration (B.B.A.) 1st Semester

COMPUTER APPLICATIONS FOR BUSINESS—I

Paper—BBA-106

Time Allowed—3 Hours] [Maximum Marks—35

Note :— There are **Eight** questions. Candidates are required to attempt any **five** questions. All questions carry equal marks.

SECTION—A

1. Define computer. Discuss the role of different components of a computer. 7
2. (a) What are the different types of ROM ? Explain. 5
(b) Define and distinguish between system and application software. 2

SECTION—B

3. What are the different types of software ? Briefly discuss purpose of each type of software. 7
4. Discuss any three internal and external commands each of DOS. 7

SECTION—C

5. What are the different types of views available in MS Word ? Briefly discuss features of each type of view. 7

6. (a) How headers and footers are inserted in MS Word document ? 2.5
(b) How different headers and footers are inserted for odd and even pages of a MS Word document ? 2.5
(c) How current date and page numbers are inserted in footer ? 2

SECTION—D

7. (a) How formulae are applied in MS Excel ? Explain. 2.5
(b) What are the various methods of pasting data in MS Excel ? 2.5
(c) Write the procedure of creating a pie chart in MS Excel. 2
8. Write short notes on the following :—
 - (a) Printing slides
 - (b) Slide sorter view
 - (c) Notes view
 - (d) Outline view
 - (e) Header and footer in presentation. 7