

Roll No.....

Total No. of Questions : 13]

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Paper ID [B0106]

(Please fill this Paper ID in OMR Sheet)

BBA (BB - 106) (S05) (O) (Sem. - 1st)

INTRODUCTION TO COMPUTERS

Time : 03 Hours

Maximum Marks : 75

Instruction to Candidates:

- 1) Section - A is **Compulsory**.
- 2) Attempt any **Nine** questions from Section - B.

Section - A

Q1)

(15 × 2 = 30)

- a) What is Subdirectory? How can you change the subdirectory?
- b) Differentiate between application and document window.
- c) What is the function of Processor? Name some latest Processors.
- d) What are wild card characters?
- e) What is the function of Control Panel?
- f) How you perform search for a particular name in Word File? Also substitute it with another name.
- g) How new directory can be opened in windows?
- h) What are features of GUI?
- i) What are the activities performed in text editing?
- j) Explain fdisk command.
- k) How checking of spellings are performed in MS-WORD?
- l) What do you mean by Header and Footer?
- m) What are Macros?
- n) What is the difference between Save and Save as?
- o) What is Scrollbar? What function does it perform?

Section - B

(9 × 5 = 45)

- Q2)** Describe the main features of GUI.
- Q3)** What are the advantages and disadvantages of Database Management System?
- Q4)** What is Mail merge? Write steps for using Mail merge.
- Q5)** How formatting of text and numbers is done in spreadsheets?
- Q6)** Describe the steps involved in installing the Printer?
- Q7)** What is Operating System? Describe the function of Operating System.
- Q8)** What are internal and external commands in DOS. Give syntax of 5 commands of each category.
- Q9)** Discuss the usage of spreadsheets.
- Q10)** What are the features that made windows so popular?
- Q11)** What are advantages of word processors over conventional document processing?
- Q12)** What is alignment? Describe the various types of alignment supported by MS-WORD?
- Q13)** Discuss the use of Mainframe, Mini computer, Micro computer and Super Computer.
