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RB-1704

First Year B. B. A. (Sem. I) Examination

April / May - 2010

Computer Application - I

Time : Hours]

[Total Marks :

Instructions :

(1)

नीचे दशांशवेष निशानीवाणी विगतो उत्तरवही पर अवश्य कर्तव्य।
 Fillup strictly the details of signs on your answer book.

Seat No. :

Name of the Examination :

Name of the Subject :

Subject Code No. : Section No. (1, 2,...):

Student's Signature

(2) Figures to the **right** indicate full marks.

(3) All questions are compulsory.

1 (a) Answer in brief : (any **three**) **6**

- (i) How can we add a heading and a footer to a document?
- (ii) What is data sort used for?
- (iii) What are the steps involved in creating a new presentation?
- (iv) What does the term "dragging" mean and how do you do it?

(b) Full forms : (any **four**) **2**

- (i) HTTP (ii) JPEG
- (iii) LCD (iv) SMPS
- (v) COBOL

(c) Objectives : (any **four**) **2**

- (i) In a word processor, you _____ text to mark it for editing or formating.
- (ii) In a spreadsheet program, a _____ is a set of worksheets in the same file.
- (iii) The _____ of a hard disk contains a small program that runs when you start the computer.

- (iv) _____ bar tells you which application package is currently running and which document is currently open.
- (v) _____ is the most popular computer language for business data processing.

2 Answer in detail : (any two) **10**

- (i) Explain operating system with its functions taking any two types.
- (ii) Explain word processing package with its automatic formatting and styles feature.
- (iii) Explain templates in a presentation package.

3 Write short notes : (any two) **10**

- (i) Computer Applications in Banking
- (ii) Block diagram of computer
- (iii) Custom animation and slide transition.