

**Exam. Code : 105401**

**Subject Code: 1389**

**Bachelor in Business Administration (BBA)**

**1st Semester**

**COMPUTER APPLICATION FOR BUSINESS—I**

**Paper—BBA-106**

Time Allowed—3 Hours]

[Maximum Marks—35

**Note :—**Attempt any **FIVE** questions, selecting at least **ONE** question from each section. 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 header and footers are inserted in MS Word document ? 2½
- (b) How different header and footer are inserted for odd and even pages of a MS Word document ? 2½
- (c) How current date and page numbers are inserted in footer ? 2

**SECTION—D**

7. (a) How numbers and text are formatted in MS Excel ? Explain. 2½
- (b) How headers and footers are applied in a spread sheet ? Explain. 2½
- (c) Write the procedure of protecting worksheet and cells in MS Excel. 2
8. What are the different types of views available in MS PowerPoint ? Write the purpose of each type of view. 7