Exam. Code : 105401
Subject Code : 1442

BBA Semester—I

BBA–106 : COMPUTER APPLICATIONS

FOR BUSINESS–I

Time Allowed—3 Hours]   [Maximum Marks—35

SECTION—A

This Section is compulsory. Attempt any **5** questions and restrict answer to **5** lines.

1. (i)   Draw a block diagram of computer.

    (ii) What are the different types of ROMs ?

    (iii) Distinguish between hardware and software.

    (iv) How different header and footers are applied for odd and even pages in a MS-Word document ?

    (v)   How numbers are formatted in MS-Excel ?

    (vi) How multiple slides can be printed on a page ?

                                                              5

SECTION—B

Attempt any **two** questions. Restrict answer to **five** pages.

2.   Discuss in detail the evolution of computers.   7.5

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3. Discuss in detail the different input and output devices. 7.5

4. Define and distinguish between DOS and Windows Operating Systems. 7.5

5. Discuss any five internal and external commands each of DOS. 7.5

SECTION—C

Attempt any **two** questions. Restrict answer to **five** pages.

6. What are the different types of views available in MS Word ? Briefly discuss features of each type of view. 7.5

7. (a) How numbers and text are formatted in MS Excel ? Explain. 2.5

   (b) How headers and footers are applied in a spread sheet ? Explain. 2.5

   (c) Write the procedure of protecting worksheet and cells in MS Excel. 2.5

8. Define and distinguish between slide transition and animation. How these are applied in MS PowerPoint ? Explain. 7.5

9. Write the procedure of inserting different types of objects in a presentation. 7.5