

Exam. Code : 105401

Subject Code : 1449

BBA 1st Semester

COMPUTER APPLICATION FOR BUSINESS—I

Paper—BBA-106

Time Allowed—3 Hours] [Maximum Marks—35

SECTION—A

Note :— This section is compulsory. Attempt any **five** questions and restrict answer to **5** lines.

1. (i) Define computer.
- (ii) What are the different types of RAM ?
- (iii) What are the various methods of running programs on windows ?
- (iv) Name the different types of breaks available in MS Word.
- (v) Distinguish between discrete and continuous range in MS Excel.
- (vi) What is the purpose of slide sorter view ?

1×5=5

SECTION—B

Note :— Attempt any **two** questions. Restrict answer to **5** pages.

2. Discuss the features of various generations of computers. 7.5
3. (a) Define and distinguish between hardware and software. 2.5
- (b) What are the different types of software ? Explain.

5

4. What are the different methods of running and closing applications in MS Windows ? Explain. 7.5
5. Discuss any five basic commands of MS Windows. 7.5

SECTION—C

Note :— Attempt any *two* questions. Restrict answer to 5 pages.

6. (a) How lists are created in MS Word ? 3.5
(b) What are the different methods of numbering lists in MS Word ? 4
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 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