Roll No. Total N	o. of Pages : 02
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Total No. of Questions: 09

B.Sc. (Business Economics) (BBE) (2015 to 2017) (Sem.-1)
INTRODUCTION TO COMPUTERS

Subject Code: BBE-105 M.Code: 72695

Time: 3 Hrs. Max. Marks: 60

INSTRUCTIONS TO CANDIDATES:

- SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.
- 2. SECTION-B consists of FOUR Sub-sections: Units-I, II, III & IV.
- 3. Each Sub-section contains TWO questions each, carrying TEN marks each.
- 4. Student has to attempt any ONE question from each Sub-section.

SECTION-A

1. Write briefly:

- a) Discuss the characteristics of a computer.
- b) Explain the classification of computers.
- c) Differentiate between compiler and interpreter.
- d) What is the utility of low level languages?
- e) What is custom animation in MS PowerPoint?
- f) Differentiate between header and footer in MS Word.
- g) Describe any two important characteristics of MS Excel.
- h) Define a database and its utility.
- i) Discuss what is Auto-fill feature in MS Excel.
- j) What is the function of Paintbrush function in MS Word?

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SECTION-B

UNIT-I

- 2. Draw a labeled block diagram of a computer. Further explain the various functions of different units of a computer.
- 3. List and explain the different number systems. Also list their formats for interconversion.

UNIT-II

- 4. Explain what is meant by a storage media. What are its types? List the various storage media commonly used today giving examples.
- 5. Write notes on:
 - a) Generations of languages
 - b) Application and system software

UNIT-III

- 6. Write notes on:
 - a) Page formatting in MS Word
 - b) MS PowerPoint clippings
- 7. Explain what is meant by mail merge in MS Word? What are its uses and how is it applied?

UNIT-IV

- 8. Define an electronic spreadsheet. List the characteristics and uses of MS Excel.
- 9. Differentiate in detail between data sorting and data filtering. Give examples.

NOTE: Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.

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