FACULTY OF COMMERCE & BUSINESS MANAGEMENT
BBA (Com. Applns) **CBCS** I-Year (I-Semester) Regular Examinations, Feb/Mar-2023
Introduction to Computers

Time: 3 Hours   Max Marks: 60

SECTION-A   (5x2=10 Marks)
Answer any Five questions from the following

1.   Write about Interpreter.

2.   What are the Applications of Computer?

3.   Write about Header & Footer.

4.   Explain Macro.

5.   Write about Filtering Data in Excel.

6.   Write about Worksheet.

7.   Explain different slide views in MS-Power Point.

8.   Explain about applying Auto Layout.

9.   Write about Web Servers.

10.   What are the uses of Internet?

SECTION-B   (5x10=50 Marks)
Answer all the questions from the following

11.   (a) Explain different Output Devices.
           (OR)
      (b) What are the functions of Operating System?

12.   (a) Explain Mail Merge in MS-WORD.
           (OR)
      (b) What are the Features of Ms-Word?

13.   (a) Explain functions in Excel.
           (OR)
      (b) Explain about Graphs in Excel.

14.   (a) How can you create presentation in MS-Power Point?
           (OR)
      (b) How can you create Custom Animation for a presentation?

15.   (a) Write about HTTP.
           (OR)
      (b) Explain Cloud Technology.