Subject Code—0587

B.B.A. (First Year) EXAMINATION

(Batch 2009 to 2017)

COMPUTER AWARENESS

BBA-107

Time : 3 *Hours*   *Maximum Marks :* 70

Section A

Note : Attempt any *Seven* questions.   **7×5=35**

1. Explain the working of a digital computer.

2. What is the purpose and significance of memories in computers ?

3. What are pointing device ? Name different pointing device you are familiar with.

4. What is the difference between a printer and a plotter ?

5. Explain COPY, DISCOPY and XCOPY commands in DOS.

6. What is user interface ? Explain the special features of GUI.

7. What do you mean by formatting a page ? How a page is formatted in MS Word ?

8. Explain the role and importance of business functions in EXCEL with examples.

9. Find the decimal equivalent of $(6AE)_{16}$ and $(173)_8$.

10. What is the difference between a primary key and a foreign key ?

Section B

Note : Attempt all the questions.

11. Explain the main features of MS Word text processing software with suitable examples. Also explain the role of mail merge and how to create it.

Or

Explain various problem solving techniques. Also draw a flowchart to calculate compound interest.   **12**

12. What do you mean by a multi-user Operating System ? Explain various commands for copying a file/folder, deleting a file/folder, formating a disk, a copying a disk and to make a system bootable.

Or

Explain the purpose of MS-Excel spreadsheet software. How it helps in managing accounting functions in a organization ? Explain.   **12**

13. Why a database is needed ? Explain various database models ? Why data is stored in tables in a relational database ?

Or

Explain the use and importance of computers in society in detail.   **11**