



B. P. COLLEGE OF BUSINESS ADMINISTRATION

(Constituent college of Kadi Sarva Vishwa Vidhyalaya)

MID-TERM Examination – September – October, 2013

Date: 28/09/13

BBA SEM-I

Total marks: 60

Roll No.....

SUB: Basic of computer

Duration: 3 Hours

Instructions:

1. All questions are **compulsory**.
2. Figures to the **right** indicate full marks.
3. Indicate **clearly**, the options you attempt along with its respective Question number.

Q.1 (a) Draw the block diagram of computer and explain it. (6)

(b) Explain the following terms

1. Scanner 2. MICR (6)

Q.2 (a) Fill in the blanks: (6)

1. Which function is use to change any decimal number into real number.

A. ABS () B. SIGN () C. INT () D. MOD ()

2. What is the short cut key to add a duplicate slide?

A. ctrl+N B. ctrl+D C. ctrl+M D. ctrl+G

3. Which option can be used to set custom timings for slides in a presentation?

A. Slider Timings B. Slider Timer
C. Slide Show Setup D. Rehearsal timing

4. Which of the following is an output device?

A. Video B. Plotter C. a & b D. Scanner

5. To delete a sentence, we can press the following key:

A. Del B. Backspace C. Both (a) & (b) D. None of above

6. There are _____ columns and _____ rows in a computer screen.

A. 26&60 B. 24&80 C. 80&24 D. None of these

Q.2(b) Write down the difference between hardware and software. (6)

OR

Q.2 (b) What is computer memory and explain its types. (6)

Q.3 (a) Explain the following terms (6)

1. Network Neighborhood 2. control panel

Q.3 (b) Write short notes on: (6)

1. Drum printer 2. OMR

OR

Q.3 (a) What is ROM? Explain its types. (6)

Q.3 (b) Write down the characteristics of computer. (6)

Q.4 (a) What is operating System? Write down its uses. (6)

Q.4 (b) Explain the following terms: (6)

1. Filters 2. Sorting in Ms Excel

OR

Q.4 (a) What is booting? Explain its type. (6)

Q.4 (b) Explain the following functions (6)

1. MOD () 4. POWER ()
2. AVERAGE () 5. MIN ()
3. NESTEDIF () 6. ABS()

Q.5 Explain the following terms: (12)

1. Change Case 2. Mail merge

OR

Q.5 (a) Explain lookup() function in Ms Excel. (6)

Q.5 (b) Write short note (6)

1. Rehearse Timing 2. Slide Animation