BBA EXAMINATION

SEMESTER 1

Sub: (106) Computer Application in Business
Paper Code: 2581
Time: 2 hours   **Marks: 70**
Instructions:

Q – 1 (a)	What is Computer? Give characteristic of computer.	7
(b)	Explain any 3 input device in detail	7

OR

Q – 1 (a)	Explain different type of computer	7
(b)	Define hard ware and software in detail.	7

Q - 2 (a)	Short note on operating system.	6
(b)	Explain any 4 dos internal commands.	8

OR

Q - 2 (a)	Explain any 5 External commands.	10
(b)	List any 4 operating system name.	4

Q – 3 (a)	What is Spreadsheet? Give Advantages of it.	6
(b)	Explain any 4 character function in Excel.	8

OR

Q – 3 (a)	What is Chart? Explain Chart facility in Ms Excel.	6
(b)	Explain any 4 date and time in function in excel.	8

Q - 4 (a)	Explain Cell, Row, column, cell address, and formula bar with example in Excel.	10
(b)	Explain any 2 mathematical function in Excel	4

OR

Q - 4 (a)	Explain save and save as option in MS Word.	6
(b)	Short note on Print Option in Ms Word.	8

Q – 5 (a) Explain Mail Merge in Ms Word.   **8**

   (b) Short note on Page Setup in MS Word.   **6**

<div align="center">OR</div>

Q - 5 (a) Short note on Table Facility in MS Word.   **8**

   (b) Explain Cut, Copy and Paste command in Ms Word   **6**