

B.B.A. Part-I (Semester—I) (CBCS) Examination
FUNDAMENTAL OF COMPUTER (DSC)

Time : Three Hours]

[Maximum Marks : 60

Note :— (1) All Sections are compulsory.

(2) The first attempt will be evaluated for Section 'A'.

SECTION—A

(Multiple Choice Questions)

1. Chief component of first generation computer was _____.
(a) Vacuum Tube (b) Transistor
(c) IC (d) VLSI
2. The primary goal of a computer system is to turn data into _____.
(a) Idea (b) Suggestion
(c) Information (d) Report
3. In a Computer, CU stands for _____.
(a) Control Unit (b) Cache Unit
(c) Calculating Unit (d) Communication Unit
4. Brain of the Computer is called _____.
(a) CPU (b) Software
(c) Hard Disk (d) Memory
5. When we work on any document on PC, it is stored temporarily on _____.
(a) RAM (b) ROM
(c) CPU (d) Flash memory
6. Built in memory of computer is _____.
(a) EROM (b) ROM
(c) RAM (d) PROM
7. The first bar of MS-Word 2007 is _____.
(a) Menu Bar (b) Title Bar
(c) Status Bar (d) Scroll Bar

8. What Tab is selected to print ?
- (a) Edit (b) Special
- (c) File (d) Tools
9. _____ is an option in Font Group.
- (a) Strike through (b) Find
- (c) Replace (d) Change Styles
10. We can use mail merge facility with the help of _____ Tab.
- (a) Home (b) Insert
- (c) Mailing (d) Reference
- 10×1=10

SECTION—B

Explain in short :

1. (a) The scope of Computer.

OR

- (b) The features of Computer.

2. (a) The functions of hardware devices.

OR

- (b) The functions of VDU.

3. (a) The functions of RAM.

OR

- (b) The concept of Monitor and its types in short.

4. (a) The steps to create a document in MS-Word.

OR

- (b) Screen components of MS-Word screen.

5. (a) The steps for spell check in MS-Word.

OR

- (b) Header and Footer in MS-Word.

5×4=20

SECTION—C

Explain in detail :

1. (a) The importance characteristics of a computer.

OR

- (b) Any three generations of computer with key features.

2. (a) Draw a block diagram of computer also explain the function of each of the blocks in short.

OR

- (b) The functions of Input Unit and Output Unit with block diagram of computer.
3. (a) Advantages and disadvantages of Dot Matrix Printer.

OR

- (b) Explain any two secondary memory devices of computer.
4. (a) What is a Ribbon ? Explain the functions of 'Home Tab' in short.

OR

- (b) Features of Word Processing.
5. (a) The steps to create a table in MS-Word.

OR

- (b) The procedure for creating a address list for mail merge.

5×6=30