

B.B.A. (Part-I) Semester-II (CBCS) Examination
FUNDAMENTAL OF COMPUTER-II
BBA/206 DSC-VI

Time : Three Hours]

[Maximum Marks : 60

SECTION—A

(Multiple Choice Questions)

1. In Windows start button is used to :
 - (a) Run Application
 - (b) Device Setting
 - (c) Turn off the system
 - (d) All of the above
2. Microsoft Windows is a _____.
 - (a) Application Software
 - (b) Operating System
 - (c) Open Source Software
 - (d) All of the above
3. Full form of MAN is _____.
 - (a) Metro Area Network
 - (b) Most Area Network
 - (c) Metropolitan Area Network
 - (d) None of the above
4. Full form of E-mail is _____.
 - (a) Electronic Mail
 - (b) Electric Mail
 - (c) Electricity Mail
 - (d) All of the above
5. Which of the following is the shortcut key to open a new blank document in MS-Word ?
 - (a) Ctrl + B
 - (b) Ctrl + N
 - (c) Ctrl + M
 - (d) Ctrl + D
6. Where can we find the draw table tool button in MS-Word ?
 - (a) Home Tab
 - (b) Page Layout Tab
 - (c) Insert Tab
 - (d) All of the above
7. PowerPoint is a _____ Software.
 - (a) Document
 - (b) Presentation
 - (c) Accounting
 - (d) None of the above

8. Which menu in MS-PowerPoint 2016 provides you options like table, picture, shape, and new slide ?
- (a) Insert (b) View
(c) Home (d) Animation
9. Application of MS-PowerPoint is _____.
(a) Project Presentation (b) Communication of Planning
(c) Presentation of Idea (d) All of the above
10. _____ controls all the main slide control tasks for your presentation.
(a) Task Panel (b) Task bar
(c) Control Panel (d) None of the above
- 10×1=10

SECTION—B

(Short Answer Type Questions)

1. (a) Describe the features of Windows 7.

OR

- (b) Explain the function of Control Panel.

2. (a) Explain the advantages of E-mail.

OR

- (b) Describe the benefits of FAX.

3. (a) Describe the uses of Word Art.

OR

- (b) Write a short note on Cut, Copy & Paste in MS-Word 2016.

4. (a) Explain the features of MS-PowerPoint.

OR

- (b) How to save Presentation in MS-PowerPoint ?

5. (a) How to insert text to slide in MS-PowerPoint ?

OR

- (b) Describe the smart art in MS-PowerPoint.

5×4=20

SECTION—C

(Long Answer Type Questions)

1. (a) Describe the features of Window.

OR

- (b) Explain the characteristics of Operating System.

2. (a) Explain the benefits of WAN.

OR

- (b) What are the functions of Network ?

3. (a) Explain the elements of screen in MS-Word 2016.

OR

- (b) How to insert a table in MS-Word 2016 ?

4. (a) Explain the applications of MS-PowerPoint.

OR

- (b) Explain the types of Slide Layout.

5. (a) Explain the background features in MS-PowerPoint.

OR

- (b) Explain the uses of Smart Art in MS-PowerPoint.

5×6=30