

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)

SECTION—B

(Short Answer Type Questions)

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

OR

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.

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OR

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

OR

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

$$5 \times 4 = 20$$

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.

$5 \times 6 = 30$