

BBA/D-14

COMPUTER FUNDAMENTALS

Paper-BBA-106

Note: Attempt Five questions in all. Question No. 1 is compulsory.

All questions carry equal marks.

Compulsory Question

1. (a) How can you set the features of mouse and mouse pointers in windows? Discuss.
(b) Write the dir command of DOS to display all the files in a directory that has the extension pas and name consists of four characters and the first letter of name is m.
(c) What is the difference between save and save as options?
(d) What is screen saver? Discuss.
(e) What do you understand by micro, mini and main frame computers?
(f) What is an organization chart? How is it inserted in power-point? Discuss.
2. What do you understand by a computer system? What are the different unit in it? Discuss the functions performed by them.
- 3 (a) Write a note on spell check and grammar check features of MS-Word.
(b) Write a note on the use of wild cards in DOS commands. Use suitable examples.
4. (a) What do you understand by generations of computers? Discuss the characteristic features of 3rd and 4th generation computers.
(b) What is the difference between input and output devices? Write a note on CRT display.
5. (a) Explain the use of MD, CD and RD commands using suitable examples.
(b) What is the difference between moving a file and copying a file? How are these operations carried out in windows?
6. (a) What do you understand by internal and external DOS commands? Discuss the systax and semantic of any two external DOS commands.
(b) Write a detailed note on the use of auto content wizard in MS-Power point.
7. Differentiate between the following:
(a) Magnetic and optical storage devices.

(b) Sequential and direct access storage devices.

(c) Primary memory and secondary memory.

8. Write short notes on the following:

(a) Paint brush

(b) Animation features in power point

(c) Creating table in MS-word.