Roll No. ……………
Total Pages   : 3

**14610**

**BBA/D-15**

COMPUTER FUNDAMENTALS

PAPER: BBA-106

Time: Three Hours                                    [Maximum Marks:

Regular:  50

Reappear: 90

**Note:** Attempt five questions in all. Question No. 1 is compulsory. All questions carry equal marks.

1. **Compulsory Question**
   (a) What are the features of Fifth Generation Computer?
   (b) Write the different type of peripheral devices for computer.
   (c) Differentiate between CUI and GUI?
   (d) What "line-spacing" option does in MS-Word?
   (e) What is the difference between subscript and superscript?
   (f) How pictures are resized in MS-Power Point?

2. Draw a block diagram to illustrate the basic organization of a computer system and explain the functions of various units.
3. What do you mean by DOS internal and external commands? Explain the use of BACKUP, RESTORE and COPY commands using suitable example?
4. (a) What is window explorer? How it helps in moving and copying a file.
   (b) how folders are created in windows?

5. What do you mean by MS-Word? Discuss the available formatting features of MS-Word.
6. (a) Explain the method of inserting rows and columns in a table in MS-word.
   (b) How headers and footers are created in MS-Word?

7. What is master slide in Ms- Power point? Describe the uses of hand outs and notes in MS-power point.
8. Define the following term pertaining to MS-power point
   (a) Slide pane

(b) Task pane
(c) Note pane
(d) Status Bar