

Bachelor in Business Administration (BBA)

1st Semester

COMPUTER APPLICATION FOR BUSINESS—I

Paper—BBA-106

Time Allowed—3 Hours] [Maximum Marks—35

Note :—Attempt any **FIVE** questions, selecting at least **ONE** question from each section. All questions carry equal marks.

SECTION—A

1. Define computer. Discuss the role of different components of a computer. 7
2. (a) What are the different types of ROM ? Explain. 5
(b) Define and distinguish between system and application software. 2

SECTION—B

3. What are the different types of software ? Briefly discuss purpose of each type of software. 7
4. Discuss any three internal and external commands each of DOS. 7

SECTION—C

5. What are the different types of views available in MS Word ? Briefly discuss features of each type of view. 7
6. (a) How header and footers are inserted in MS Word document ? 2½
(b) How different header and footer are inserted for odd and even pages of a MS Word document ? 2½
(c) How current date and page numbers are inserted in footer ? 2

SECTION—D

7. (a) How numbers and text are formatted in MS Excel ? Explain. 2½
(b) How headers and footers are applied in a spread sheet ? Explain. 2½
(c) Write the procedure of protecting worksheet and cells in MS Excel. 2
8. What are the different types of views available in MS PowerPoint ? Write the purpose of each type of view. 7