Seat No:_____ Enrollment No:_____

PARUL UNIVERSITY

FACULTY OF MANAGEMENT

BBA Winter 2019-20 Examination

Semester: 1 **Date: 02/12/2019**
Subject Code: 06101107 **Time: 10:30am to 1:00pm**
Subject Name: Computer Application -I **Total Marks: 60**

Instructions

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 Do as Directed.

A).Multiple choice type questions/Fill in the blanks. (Each of 1 mark) **(05)**

1. Each Excel Sheet is called workbook because_____.

a) It contains Data and text. **c)** It can be modified
b) It can contain many sheets including worksheets and chart sheets **d)** None of Above

2 Which is the latest Microsoft Operating System for Windows?

a) Windows 7 **c)** Windows XP
b) Microsoft Office **d)** Windows 10

3 Short cut Keyboard command for paste is _____.

a) Control + "Z" **c)** Control + "V"
b) Control + "X" **d)** Shift + "V"

4 Collection of Program Known as **_____.**

a) Hardware **c)** Input Device
b) System **d)** Software

5 In MS Word, Control +"Z" stand for_____.

a) Cut **c)** Retro
b) Paste **d)** Undo

B).Define the following. (Each of 1 mark) **(05)**

1. Network architecture.
2. CPU
3. GUI
4. Secondary Memory
5. Computer

C).Direct questions. (Each of 1 mark) **(05)**

1. Primary memory.
2. A bit is a binary digit, which may be either____or_____.
3. Input Hardware
4. My Computer
5. MS Word

Q.2 Answer the following questions.

A). Explain MS Power Point and its features. **(07)**
B). Write down the different generations of computer. **(08)**

Q.3 Answer the following questions.

A). Define MS excel and its various features. **(07)**
B). What is the Software and its Categories. **(08)**

Q.4 Attempt any two questions. **(Each of 7.5 mark)** **(15)**

1. Users Interface of operating system with examples.
2. Booting Process
3. MS Excess features
4. Write down the Functions of Operating System