# PARUL UNIVERSITY
## FACULTY OF MANAGEMENT
### BBA Winter 2018 - 19 Examination

Semester: 1                                                         Date: 03/12/2018
Subject Code: 06101107                                   Time: 10:30 am to 1:00 pm
Subject Name: Computer Applications – 1           Total  Marks: 60
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**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. In MS word, Ctrl + Z stands for _____
       a) to copy                                      c) to undo
       b) ) to paste                                   d) to cut
   2. Collection of programs is known as _____
       a) Software                                     c) System
       b) Hardware                                     d) Input Device
   3. Pressing _____ key on keyboard will close the window
       a) Alt + F4                                     c) Alt + F8
       b) Alt + F5                                     d) Alt + F11
   4. The components of a computer that can be touched are known as _____.
       a) Hardware                                     c) Program
       b) Software                                     d) Memory
   5. A printer is known as a _____ device
       a) Input                                        c) Memory
       b) Output                                       d) Central Processing Unit

   **B).Define the following.  (Each of 1 mark)**                                                    (05)
   1. Computer
   2. Secondary Memory
   3. CPU
   4. ROM
   5. Software

   **C).True or False (Each of 1 mark)**                                                             (05)
   1. RAM is known as a Non - Volatile Memory.
   2. In MS word, in a document, footer is at the top of the page.
   3. A mouse is known as a input device.
   4. Pressing Ctrl + N will open a new word document.
   5.Word Processing is an application software.

Q.2  Answer the following questions.
   **A).**Explain the significance of: a) Wrap text, b) Merge & centre, c) Filters in MS Excel.       (07)
   **B).**Write down the steps of performing MACROS in MS word.                                       (08)

Q.3  Answer the following questions.
   **A).**Explain the basic components of a computer?                                                 (07)
   **B).** What is Email? Write down advantages of using Email?                                       (08)

Q.4 Attempt any two questions.  (Each of 7.5  mark)                                                   (15)
   1. Write down the applications of Computer?
   2. What is Mail Merge in MS Word? Why it is used?
   3. What is MS Access? What is Microsoft PowerPoint? Write down the uses of Powerpoint?
   4. Define Software? Explain System Software with e.g. and Application Software  with examples.