

PARUL UNIVERSITY
FACULTY OF MANAGEMENT
BBA Winter 2017 - 18 Examination

Semester: 1**Subject Code: 06101107****Subject Name: Computer Applications – 1****Date: 08/01/2018****Time: 02:00pm to 04:30pm****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. A printer is known as a _____ device.

a) Input	c) memory
b) Output	d) Central Processing Unit
2. The components of a computer that can be touched are known as _____.

a) Hardware	c) Program
b) Software	d) Memory
3. Pressing _____ key on keyboard will close the window

a) Alt + F4	c) Alt + F8
b) Alt + F5	d) Alt + F11
4. Collection of programs is known as _____

a) Software	c) System
b) Hardware	d) Input Device.
5. In MS word, Ctrl + Z stands for _____

a) to copy	c) to undo
b) to paste	d) to cut

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

1. Secondary Memory
2. Software
3. ROM
4. CPU
5. Computer

C). True or False (Each of 1 mark)**(05)**

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

Q.2 Answer the following questions.

A). Explain Footnotes and Endnotes in MS word.

(07)

B). Explain the significance of: a) Wrap text, b) Merge & center, c) Filters in MS Excel.

(08)**Q.3 Answer the following questions.**

A). What is Email? Write down advantages of using Email?

(07)

B). Explain the basic components of a computer?

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

1. Define Software? Explain System Software with eg. And Application Software with examples.
2. What is MS Access? What is Microsoft PowerPoint? Write down the uses of Power Point?
3. What is Mail Merge in MS Word? Why it is used?
4. Write down the applications of Computer?