

29803

**BBA 4 Year 1st Semester (NEP-2020)
w.e.f. 2024-25 Skill Enhancement
Course (SECI)**

Examination – December, 2024

**COMPUTER FUNDAMENTALS AND OFFICE
AUTOMATION TOOLS**

Paper : 24IMSI401SE01

Time : Three Hours]

[Maximum Marks : 25

Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard, will be entertained after examination.

Note : All question of Section 'A' are *compulsory*. Attempt *four* questions from Section 'B' selecting *one* question from each Unit. All questions carry equal marks.

SECTION – A

1. Write short note on the following :

(i) Advance features of MS-Word

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- (ii) Octal number system
 - (iii) Middleware and freeware
 - (iv) Spelling and grammar
 - (v) Use of computer for data analysis

SECTION – B

UNIT – I

- 2. Discuss various types of computers. Explain major components of a digital computer.
- 3. Define the terms hardware and software with examples. What is the function of bus in CPU ?

UNIT – II

- 4. Answer the following :
 - (a) Convert $8B3F_{16}$ to binary.

(b) Subtract 0111000_2 from 1011100_2 using both binary and decimal system.

5. Explain the uses of computer in offices and banks.

UNIT – III

6. Explain the advantages of a word processor over typewriters. What is meant by text alignment ? In how many ways can you align your text ?

7. Write notes on :

(a) Document dictionary

(b) Page formatting

UNIT – IV

8. (a) Explain various types of charts available in MS-Excel.

(b) Which types of files can be imported and exported from MS-Excel ?

9. Describe various views available in PowerPoint. What is manipulating and enhancing in PowerPoint ?
