

[A-8 & A-9]

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SARDAR PATEL UNIVERSITY

BBA - HM / TTM (Semester – III)

Computer Applications - I (UM03FBBH01 / UM03FBBT01)

Date: 6/12/16, Tuesday Time: 2.00 p.m. to 4.00 p.m.

Total Marks: 60

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- Q.1 [A] Explain characteristics of a computer. [08]
[B] Describe block diagram of a computer. [07]
- OR
- Q.1 [A] Explain types of computer. [08]
[B] Describe System Software and Application Software. [07]
- Q.2 [A] Explain mouse and digitizer. [08]
[B] Explain MICR and Light Pen. [07]
- OR
- Q.2 [A] Describe Card Readers and OMR. [08]
[B] Explain Printers. [07]
- Q.3 [A] Explain advantages of Windows Operating System. Differentiate between DOS and Windows Operating System. [10]
[B] What is word processing? List out applications of word processor. [05]
- OR
- Q.3 [A] Explain search and replacement facility of MS-WORD. [10]
[B] Write steps to copy, move and save the document between folders. [05]
- Q.4 [A] Write importance of mail merge. Also explain how to create a mail merge document. [08]
[B] Describe Change Case option of MS WORD with appropriate example. [07]
- OR
- Q.4 [A] Explain Drop Cap facility of MS word. [08]
[B] Explain header and footer facility of MS WORD. [07]

All the Best