

[A-18]

SEAT No. _____

No. of printed pages: 01

SARDAR PATEL UNIVERSITY
BBA - Hospitality Management
(SEMESTER - III)
NC Examination

Computer Application-I (UM03FBBH01)

DATE : 28/11/2018, Wednesday TIME : 2:00 PM to 4:00 PM Total Marks : 60

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- Q.1 [A] Explain characteristics of a computer. [08]
[B] Describe types of software. [07]
- OR
- Q.1 [A] Explain types of computers. [08]
[B] Describe block diagram of a computer. [07]
- Q.2 [A] Describe OCR and OMR. [08]
[B] Explain printers. [07]
- OR
- Q.2 Explain pointing devices. [15]
- Q.3 Explain advantages of Windows OS. Write difference between DOS and Windows Operating System. [15]
- OR
- Q.3 [A] Explain how to create and delete a folder. [08]
[B] Describe how to copy and move a text. [07]
- Q.4 [A] Explain spelling and grammar facility of MS-WORD. [08]
[B] Describe mail merge facility. [07]
- OR
- Q.4 [A] Describe drop cap option. [08]
[B] Explain header and footer facility of MS WORD. [07]