

# P. P. SAVANI UNIVERSITY

First Semester of B.B.A. Examination

February-2021

**SMBB1010- IT-TOOLS FOR BUSINESS-1**

22.02.2021, Monday

Time: 10:00 a.m. to 12:30 p.m.

Maximum Marks: 60

## **Instructions:**

1. The question paper comprises of two sections.
2. Section I and II must be attempted in separate answer sheets.
3. Make suitable assumptions and draw neat figures wherever required.
4. Use of scientific calculator is allowed.

## **SECTION - I**

**Q - 1 MCQ/Short Question/Fill in the Blanks (Any Five) [05]**

(i) In which generation computer transistor was used?

- A. First Generation      B. Second Generation      C. Third Generation      D. Fourth Generation

(ii) 1TB = \_\_\_\_\_ GB.

- A. 1024 GB      B. 1000 GB      C. 1064 GB      D. 1 GB

(iii) In which memory data cannot be modified after stored the data

- A. RAM      B. ROM      C. A & B both      D. None of above

(iv) In which of the following disk we can store only video file.

- A. CD      B. DVD      C. Floppy Disk      D. Hard Disk

(v) Short cut key for Undo.

- A. Ctrl+Z      B. Ctrl+U      C. Ctrl+V      D. Ctrl+R

(vi) From the following which is the latest operating system?

- A. Windows 7      B. Windows 10      C. Windows 12      D. Windows 8A

(vii) What is the time duration for the third generation computer?

- A. 1942-1955      B. 1964-1975      C. 1967-1976      D. 1996-2002

**Q - 2 (a) Advantages and Disadvantages of Computer. [05]**

**Q - 2 (b) Explain any Four types of Computer in detail. [05]**

**OR**

**Q - 2 (a) Explain First Generation of Computer with its Advantages and Disadvantages. [05]**

**Q - 2 (b) Explain All Input Devices in Computer. [05]**

**Q - 3 (a) Explain Different types of Printer. [05]**

**Q - 3 (b) Explain Third Generation of Computer with its Advantages and Disadvantages. [05]**

**OR**

**Q - 3 (a) What is Primary Memory? Explain different types of Primary Memory. [05]**

**Q - 3 (b) What is RAM? Explain different types of RAM. [05]**

**Q - 4 What is Mail Merge? Explain mail merge with all steps. [05]**

**SECTION - II**

- Q - 1** Short Question (Any Five) [05]
- (i) Define Computer.
  - (ii) State different types of Output device.
  - (iii) State Time duration of Different Generation of Computer.
  - (iv) State different Characteristics of Computer.
  - (v) State different Application of Computer.
  - (vi) State different types of ROM.
  - (vii) What id Cache Memory.
- Q - 2 (a)** State different Types of Line Chart in MS WORD. [05]
- Q - 2 (b)** Explain Secondary Memory. [05]
- OR**
- Q - 2 (a)** Explain Histogram and Picto chart In MS WORD. [05]
- Q - 2 (b)** Explain the factor influencing the performance of a computer. [05]
- Q - 3 (a)** What id Ribbon? Explain different tabs in Ribbon. [05]
- Q - 3 (b)** Advantages of word processor for office Work. [05]
- OR**
- Q - 3 (a)** Documents view in Ms Word. [05]
- Q - 3 (b)** Explain Header and Footer in Ms Word. [05]
- Q - 4** Write the Shortcut key of the following: [05]
- Redo an Action, Copy selected Text, Cut selected Text, Paste the Copied Text, Make Letters Bold, Make Letters Italic, Make letters underlines.

.....ALL THE BEST.....

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