

P P SÁVANI UNIVERSITY

First Semester of BBA Examination

December 2022

SMBB1010 IT FOR BUSINESS-1

20.12.2022, Tuesday

Time: 09:00 a.m. To 11:30 a.m. Maximum Marks: 60

Instructions:

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

| | | | <u>CO</u> | <u>BTI</u> |
|---------------------|--|------|-----------|------------|
| SECTION - I | | | | |
| Q - 1 | Answer the Following (Any Five) | [05] | 1 | 1 |
| (i) | Computer | | | |
| (ii) | PROM | | | |
| (iii) | External memory | | | |
| (iv) | CPU | | | |
| (v) | Operating system | | | |
| (vi) | Hardware | | | |
| (vii) | Application software | | | |
| Q - 2 (a) | Explain the characteristics of computer. | [05] | 2 | 2 |
| Q - 2 (b) | Differentiate between second and the fourth generation of the computer. | [05] | 2 | 4 |
| OR | | | | |
| Q - 2 (a) | Explain hardware and software. | [05] | 2 | 2 |
| Q - 2 (b) | What are input devices? Describe input devices. | [05] | 2 | 2 |
| Q - 3 (a) | Discuss the role of Operating System as a System Software. | [05] | 2 | 2 |
| Q - 3 (b) | Explain factors affect the performance of computer system. | [05] | 2 | 2 |
| OR | | | | |
| Q - 3 (a) | Explain the components that are involved in determining the performance of computer system. | [05] | 2 | 2 |
| Q - 3 (b) | Explain the Concept of Multi-Tasking. | [05] | 3 | 2 |
| Q - 4 | Attempt anyone. | | | |
| (i) | Which component of a computer is generally called 'brain' of computer and Why? Describe the functions of the distinct parts of this component. | [05] | 2 | 2 |
| (ii) | Explain different types of internal memory. | [05] | 2 | 2 |
| SECTION - II | | | | |
| Q - 1 | Answer the Following (Any Five) | [05] | 2 | 1 |
| (i) | Header | | | |
| (ii) | Find | | | |
| (iii) | Mail Merge | | | |
| (iv) | Replace | | | |
| (v) | Print | | | |
| (vi) | Landscape View of document | | | |

| | | | | |
|-----------|---|------|---|---|
| (vii) | Footer | | | |
| Q - 2 (a) | Explain Multi-Tasking in detail | [05] | 3 | 2 |
| Q - 2 (b) | Explain Mail merge in detail | [05] | 3 | 2 |
| OR | | | | |
| Q - 2 (a) | Explain how to print the document. | [05] | 3 | 2 |
| Q - 2 (b) | Explain auto correct in detail. | [05] | 3 | 2 |
| Q - 3 (a) | Explain header and footer in detail | [05] | 3 | 2 |
| Q - 3 (b) | Explain features of MS Word. | [05] | 3 | 2 |
| OR | | | | |
| Q - 3 (a) | Explain how to print the document. | [05] | 3 | 2 |
| Q - 3 (b) | Explain how you can insert page break. | [05] | 3 | 2 |
| Q - 4 | Attempt anyone. | | | |
| (i) | Explain how to create, format and sort table in MS Word | [05] | 3 | 2 |
| (ii) | Explain how you can move paragraph. | [05] | 3 | 2 |

CO : Course Outcome Number

BTL : Blooms Taxonomy Level

Level of Bloom's Revised Taxonomy in Assessment

| | | |
|-------------|---------------|-----------|
| 1: Remember | 2: Understand | 3: Apply |
| 4: Analyze | 5: Evaluate | 6: Create |