

Roll No.

Y – 2839

B.B.A (Second Semester) EXAMINATION, May/June-2021

Paper – 205

COMPUTER APPLICATION

Time : Three Hours

Maximum Marks : 40

Minimum Pass Marks : 16

Note—Attempt *all* questions. All questions carry equal marks.

Unit-I

1. Differentiate between computer hardware and software. Write names of input and output devices in a computer. 8

Unit-II

2. Write short notes on— 8
(a) Mail Merge.
(b) Spelling and Grammar tool.

Unit-III

3. What is Excel ? What are its merits and shortcomings ? What options are available in Excel ? How data is linked in Rows, column and sheets. 8

Unit-IV

4. Write brief notes on— 8
(a) File Management System.
(b) Data Management System.

Unit-V

5. Write short notes on— 8
(a) Search engines.
(b) Internet Protocol.

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