

B.B.A. Semester - 1 (CBCS) Examination
Nov./Dec. -2018 (New Course)
OFFICE AUTOMATION CORE)

Time: 2:30 Hours**Marks: 70****Instructions:**

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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Que-1 Write answer of the following questions. (15)

- (1) Describe characteristics of Computer.
- (2) Describe Generations of Computer.
- (3) Describe CD.

OR

Que-1 Write answer of the following questions.

- (1) Describe Types of Computer.
- (2) Describe types of Main Memory.
- (3) Describe Pen Drive.

Que-2 Write answer of the following questions. (10)

- (1) Describe Mouse.
- (2) Describe CRT Monitor.

OR

Que-2 Write answer of the following questions.

- (1) Describe MICR and OCR.
- (2) Describe Laser Printer.

Que-3 Write answer of the following questions. (10)

- (1) Explain The Internet Services.
- (2) Explain DNS and IP Address.

OR

Que-3 Write answer of the following questions.

- (1) Explain Methods of Internet Connections.
- (2) Explain WWW, Website, Browser, Download and Upload.
