

B.B.A. Semester - 1 (CBCS) Examination
Oct/Nov. -2019 (NEW COURSE)
OFFICE AUTOMATION(CORE)

Time: 1:30 Hours**Marks: 35****Instructions:**

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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Que-1 Answer the following questions : (Any Two) (10)

- (1) What is Computer? Explain Block Diagram of Computer.
- (2) Write note on Hard Disk Drive.
- (3) Explain types of computer memory.
- (4) Explain characteristics of Computer.

Que-2 Answer the following questions : (Any Two) (10)

- (1) What is output Devices? Explain with examples.
- (2) Write note on KEYBOARD.
- (3) Write note on types of PRINTERS.
- (4) What is Input Devices? Explain with examples.

Que-3 Write short notes: (Any Three) (15)

- (1) Connection methods of Internet.
- (2) Services of Internet.
- (3) Types of Computers.
- (4) VDU.
- (5) Web Browsers.
