

B.B.A. Semester - 1 (CBCS) Examination
Feb/Mar. -2021 (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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Q.1 Write answer of the following questions. **(15)**

1. Describes characteristics of Computer.
2. Describes Analog, digital and Hybrid Computers.
3. Describes CD.

OR

Q.1 Write answer of the following questions.

1. Describe Generation of Computer.
2. Describes Floppy Disk and Pen Drive.
3. Discuss DVD.

Q.2 Write answer of the following questions. **(10)**

1. Describe Mouse and MICR.
2. Describes CRT Monitor.

OR

Q.2 Write answer of the following questions.

1. Describes Dot Matrix Printer.
2. Describes Laser Printer.

Q.3 Write answer of the following questions. **(10)**

1. Explain Internet Services.
2. Explain methods of Internet connection.

OR

Q.3 Write answer of the following questions.

1. Explain IP addressing and DNS.
2. Explain WWW, WEB, Browser, FTP, E-Mail.
