

B.B.A. Semester - 1 (CBCS) Examination
Jan/Feb.-2022 (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. (10)

- (A) Explain characteristics of Computer
- (B) Explain types of computer memory

OR

- (A) What is Computer ? Explain Block Diagram of Computer
- (B) Write note on Hard Disk Drive

Que-2. Answer the following questions. (10)

- (A) What is Input Devices ? Explain with examples.
- (B) Write note on types of PRINTERS

OR

- (A) Write note on KEYBOARD.
- (B) What is output Devices ? Explain with examples

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

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