

B.B.A. Semester - 1 (CBCS) Examination
Jan/Feb.-2022 (OLD COURSE)
OFFICE AUTOMATION (CORE)

Time: 1:30 Hours

Marks: 35

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate marks.

Que-1. Answer the following questions. (10)

(A) Explain characteristics of Computer

(B) Write note on Hard Disk Drive

OR

(A) What is Computer ? Explain Block Diagram of Computer

(B) Explain types of computer memory

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

(A) Write note on KEYBOARD.

(B) Write note on types of PRINTERS

OR

(A) What is Input Devices ? Explain with examples.

(B) What is output Devices ? Explain with examples

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

(1) IP ADDRESS

(2) Connection methods of Internet

(3) VDU

(4) Web Browsers.

(5) Services of Internet.
