

B.B.A. Semester - 1 (CBCS) Examination
Oct/Nov-2025 (New 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 Write answer of the following questions. (15)

- 1) Describe Block Diagram of Computer.
- 2) Describe types of digital Computer.
- 3) Describe CD.

OR

Que.1 Write answer of the following questions.

- 1) Describes characteristics of Computer.
- 2) Describe types of Main Memory.
- 3) Discuss : DVD.

Que.2 Explain Impact and Non-Impact printers. Give examples of each type and explain their working principles. (10)

OR

Que.2 What are Input and Output devices? Explain any three input devices and two output devices with their applications.

Que.3 Explain the concept of the Internet and describe the different methods of connecting to the Internet. (10)

OR

Que.3 Explain terms DNS, IP address, Internet, WWW, Web Browser, FTP and E-mail.
