

Punjab Technical University
BBA Examination 2006-2007

BBA (Semester - 1st) INTRODUCTION TO COMPUTER 2007

Time : 03 Hours Maximum Marks : 75

Instruction to Candidates:

- 1) Section - A is compulsory.**
- 2) Attempt any Nine questions from Section - B.**

Section – A (15 x 2 = 30)

- a) What are different types of computer?
- b) What are functions performed by control unit?
- c) What are four basic elements of computer system?
- d) Differentiate between RAM and ROM.
- e) Differentiate between internal and external DOS commands.
- f) Why spreadsheets are used?
- g) What are macros? What are its advantages?
- h) Define database.
- i) What are group icons?
- j) How new directory can be opened in windows?
- k) What are major components of a word processing system?
- l) What activities are generally involved in text-editing?
- m) How do you perform text search and replace operation?
- n) What are features of GUI?
- o) Differentiate between COPY and XCOPY commands in DOS.

Section – B (9 x 5 = 45)

- Q2) With the help of a block diagram explain the basic components of a digital computer.
- Q3) Explain different types of non-impact printers.
- Q4) What are interfacing buses? Discuss various types of interfacing buses.
- Q5) Explain the booting process of computer system.
- Q6) What are macros? What are advantages of using macros?
- Q7) What are various in-built functions in MS-EXCEL?
- Q8) Discuss the usage of spreadsheets.
- Q9) What are steps for inserting a spreadsheet into a word processing document?
- Q10) Describe the concepts underlying in design of GUI.
- Q11) What are the features that made windows so popular?
- Q12) Differentiate between :
- a) Control Panel and Control Menu.
 - b) Icon and Group Icon.
- Q13) What are advantages of word processors over conventional document processing?