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Paper Code : BBA(HM)305   Computer Applications

Time Allotted : 3 Hours

Full Marks :70

The Figures in the margin indicate full marks.
Candidate are required to give their answers in their own words as far as practicable

Group-A (Very Short Answer Type Question)

1 Answer any ten of the following

[1 x 10 = 10]

(I) What is operating system?

(II) PAN means _____

(III) In which sub-menu do you find the 'Draw Table' option in MS-Word?

(IV) The numbers on the left side of the spreadsheet indicates what?

(V) Slide layout in MS Power point remains under which menu?

(VI) What is computer security?

(VII) Print in MS-Word remains under which menu?

(VIII) In a spreadsheet, letters are used to represent _____

(IX) What should you use if you want all the slide in the presentation to have the same "look"?

(X) What is eavesdropping attack?

(XI) Name a networking device which transfers data from one network to another network.

(XII) In MS-Word, Headers and Footers are located under _____ menu.

Group-B (Short Answer Type Question)
Answer any three of the following

[5 x 3 = 15]

2. Write a short note on net etiquette. [5]

3. What is header and footer? What is the use of it? [5]

4. Write a short note on anatomy of internet. [5]

5. What is water mark? How would you create water mark in your document? [5]

6. What do you know about www (World Wide Web)? [5]

Group-C (Long Answer Type Question)
Answer any three of the following

[15 x 3 = 45]

7. (a) Write about analog computer along with its advantages, disadvantages and examples. [5+5+5]
    (b) Write about digital computer along with its advantages, disadvantages and examples.
    (c) Write about hybrid computer along with its advantages, disadvantages and examples.

8. (a) What is the meaning of internet? [5+5+5]
    (b) Write a short note on growth of internet.
    (c) What do you mean by the owner of internet?

9. (a) What is liveware? [2+5+4+4]
    (b) Differentiate between hardware and liveware.
    (c) Explain system software.
    (d) Explain operating systems.

10. (a) What is a slide layout? Mention some slide layouts in Power Point. [2+2]
    (b) What do you understand by a slide show? [2]
    (c) What are action buttons? How can you use them? [2+2]
    (d) Define different types of Power Point views. [5]