

15. (a) What are the uses of network.

Or

(b) Write a note on Tele conferencing.

PART C — (5 × 8 = 40 marks)

Answer ALL questions choosing either (a) or (b).

16. (a) Discuss the various generations of computer.

Or

(b) Explain various storage devices.

17. (a) Explain the types of operating systems.

Or

(b) Discuss the basic utilities of DOS.

18. (a) Explain the procedure for getting started with windows.

Or

(b) Explain various windows Accessories.

19. (a) Explain the procedure for creating, opening and searing a document.

Or

(b) Explain the procedure for Table manipulation.

20. (a) Explain the common types of Network.

Or

(b) Explain the applications and uses of internet.

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B.B.A. (CBCS) DEGREE EXAMINATION,
NOVEMBER 2013.

Third Semester

Business Administration — Allied

FUNDAMENTALS OF COMPUTER FOR
BUSINESS –I

(For those who joined in July 2012 onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer:

1. The device that holds a disk is called
(a) Drive (b) RAM
(c) ROM (d) Memory
2. Which of the following is not a modifier key?
(a) SHIFT (b) CTRL
(c) ALT (d) BACKSPACE
3. To remove data from one document and place it in another, we can use the commands
(a) Cut, paste (b) Copy, paste
(c) File, open (d) Delete, paste



4. The acronym DOS stands for
 - (a) Distributed operating system
 - (b) Driver operating system
 - (c) Disk operating system
 - (d) Diskless operating system
5. Which one of the following is not an example of multi – user operating system
 - (a) UNIX (b) VMS
 - (c) MVS (d) MS-DOS
6. NOS denotes
 - (a) Non cooperating system
 - (b) Network operating system
 - (c) Non-stop operating system
 - (d) Netware operating system
7. The tool which displays buttons that represent frequently used commands is called
 - (a) Scroll bar (b) Ruler
 - (c) Tool bar (d) Menu bar
8. In a spreadsheet program, a _____ is a set of worksheets in the same file
 - (a) Formula (b) Label
 - (c) Work book (d) Value

9. When software is stored and run from a centralized location, the computer containing such software is called
 - (a) File server (b) Print server
 - (c) Application server (d) CD server
10. _____ means any kind of multeway communication carried out in real time using telecommunications or computer network equipment
 - (a) Video conferencing (b) Data conferencing
 - (c) Tele conferencing (d) Serial conferencing

PART B — (5 × 5 = 25 marks)

Answer ALL questions choosing either (a) or (b).

11. (a) Explain the characteristics of computer.
Or
(b) Write a note on computer memory.
12. (a) What are various types of operating systems.
Or
(b) Explain the importance of multiprogramming.
13. (a) Explain the elements of desktop.
Or
(b) Explain the procedure for creating and renaming of files and folders.
14. (a) Explain the features of word processing.
Or
(b) Explain the procedure for Text Alignments, Bullets and Numbering.

