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B.B.A. (CBCS) DEGREE EXAMINATION,
NOVEMBER 2014.

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. A computer converts data into

- (a) output
- (b) charts
- (c) information
- (d) all the above

2. The mechanical devices that make up the computer are called

- (a) hardware
- (b) key board
- (c) microphone
- (d) monitor

3. A list of command choices in an operating system is called

- (a) command line
- (b) check box
- (c) drop-down list
- (d) menu

4. The operating system is the intermediary between programs and

- (a) user interface
- (b) utilities
- (c) other
- (d) hardware

5. Which one of the following is not a benefit of real-time operating system?

- (a) medical diagnostic system
- (b) life-support system
- (c) multitasking
- (d) industrial system

6. Which version of windows 2000 was intended for use on desktop computers?

- (a) professional
- (b) server
- (c) enterprise edition
- (d) data centre server



7. A word processing program is an example of a _____ program

- (a) system (b) spreadsheet
- (c) template (d) stand-alone

8. PIM denotes

- (a) personal information manager
- (b) prime interval monitor
- (c) personal identification manager
- (d) premier indication monitor

9. A _____ is an affordable connection point for different types of devices on a network

- (a) hub (b) bridge
- (c) switch (d) router

10. The software which enables managers to review an employee's internet activities in real time is called

- (a) web filter
- (b) proxy server
- (c) packet sniffer
- (d) surveillance software

PART B — (5 × 5 = 25 marks)

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

Answer should not exceed 250 words.

11. (a) Explain the characteristics of computer.

Or

(b) Explain various input devices.

12. (a) Explain the features of operating systems.

Or

(b) Write a note on multiprogramming.

13. (a) Explain the procedure for viewing of files, folders and directories.

Or

(b) Explain the feature of windows.

14. (a) Write the procedure for creating and formatting of text.

Or

(b) Write the procedure for table manipulation.



15. (a) Explain the features of wide area networks.

Or

- (b) Write a note on server-based networks.

PART C — (5 × 8 = 40 marks)

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

Answer should not exceed 600 words.

16. (a) Explain the generations of computer.

Or

- (b) Explain the concepts of hardware and software.

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

Or

- (b) Explain the types of output devices.

18. (a) Explain the features of windows explorer.

Or

- (b) Explain the procedure for creating and renaming of files and folders.

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19. (a) Explain the important features of word processing.

Or

- (b) Explain the procedure for printing a document.

20. (a) Explain the uses of network.

Or

- (b) Discuss the issues and challenges involved in internet communication.
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