## Duration: 3Hrs.

> Part-A (Objective) $=20$
> Part-B (Descriptive) $=50$
(PART-B: Descriptive)

## Duration: 2 hrs. 40 mins.

Full Marks: 70

Marks: 50

## Answer any four from Question no. 2 to 9 Question no. 1 is compulsory.

1. Define the different advantages of Micro-Soft Office Packages in Business Administration and how you differentiate MS-Word and MS-Power Point.

$$
(5+5=10)
$$

2. A. Define Decimal Number System and Hexadecimal Number System with suitable example.
B. Mention the steps to convert a Decimal Number to Hexadecimal Number.
C. How can you explain the Radix in Number System?

$$
(4+3+3=10)
$$

3. A. What is the basic requirement to run the Tally Software Application?
B. What do you understand by Voucher in Tally software Applications?
C. Make a clear difference between DMA and RAM of Computer Hardware.
$(3+3+4=10)$
4. A. Make clear differences between Decimal Number System and Octal Number System.
B. Define the use of Byte and Bit terminology in Data representations.

$$
(5+5=10)
$$

5. A. Make clear differences between Application Software and System Software.
B. What do you understand by Spread Sheet Calculation Software?

$$
(5+5=10)
$$

6. A. Describe the different contents available in Application Window of Application Software.
B. Mention five general short cut keys with supporting menu functions applicable in Computer.
7. A. What do you understand by the term Input Device and describe also different available input devices?
B. Define Output Devices with suitable different output devices list with functions.

$$
(5+5=10)
$$

8. A. Describe the Computer based Financial Accounting Packages.
B. What are the advantages of Computer based Financial Accounting Packages?
$(5+5=10)$
9. A. What do you understand by Computer?
B. What are the different types of Computers available for business Applications?

# BACHELOR OF BUSINESS ADMINISTRATION 

First Semester
COMPUTER FUNDAMENTAL \& TALLY
(BBA - 105)

## Duration: 20 minutes

Marks - 20

## (PART A - Objective Type)

## I. Choose the correct answer:

1. IP is computer abbreviation generally known as
a. Information Practice
b. Information Programming
c. transmission Protocol
d. None of above
2. HTTP is generally known as
a. Hyper Text Transfer Protocol
b. High Text Transfer Protocol
c. Hyper Text Transecting Protocol
d. None of above
3. When data converted to information and the information holds?
a. Report
b. Record
c. Field
d. None of above
4. Octal Number is having the base with
a. 3
b. 4
c. 2
d. None of above
5. 'jpeg' extension refers usually to what kind of file
a. Image file
b. Animation/movie file
c. Audio file
d. None of above
6. 'psd' extension refers usually to what kind of file?
a. Word Perfect Document file
b. Adobe Photoshop
c. Animation/movie file
d. None of above
7. Hexadecimal numbers can be formatted with A-F letters
a. Yes
b. No
c. Data
d. None of above
8. MS-Paint is
a. Spread Sheet
b. Financial Package
c. Wide Area Network
d. None of above
9. MS-Excel is
a. Spread Sheet
b. Financial Package
c. Universal Resource Indicator
d. None of above
10.MS-Windows is
a. Spread Sheet
b. Financial Package
c. Local Area Network
d. None of above
11.'.gif' extension refers usually to what kind of file?
a. System file
b. Animation file
c. Image file
d. None of above
10. Tally is a
a. Path-to-profitability
b. E-commerce Applications
c. Internet
d. None of above
13.Binary to Octal conversion is possible?
a. Yes
b. Not developed
c. Not agree
d. None of above
14.Touch Screen is input device.
a. Yes
b. both input and Output
c. Not agree
d. None of above
15.Computer works in order of Input $->$ output $->$ process sequence.
a. Yes
b. No
c. Not agree
d. None of above
11. What age group was born after the digital revolution?
a. Digital natives
b. Digital India
c. Digital boomers
d. None of above
12. Without MS-word a computer can run MS-Windows.
a. Yes
b. to some extent
c. Not agree
d. None of above
13. Conversion of Data to information process is known as
a. Information System
b. Software
c. Digital Processor
d. None of above
19.DOS stands for
a. Data Operation System
b. Disk Operating System
c. Disk Operation System
d. None of above
20.CRT stands for
a. Count Reaction Tribunal.
b. Communication Model
c. Cathode Ray Tube
d. None of above
