BACHELOR OF BUSINESS ADMINISTRATION First Semester COMPUTER FUNDAMENTAL & TALLY (BBA - 105)

Duration: 3Hrs.

Full Marks: 70

Part-A (Objective) =20 Part-B (Descriptive) =50

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.

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.

(5+5=10)

- 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?

(5+5=10)

2016/12

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Duration: 20 minutes Marks - 20

(PART A - Objective Type)

$1 \times 20 = 20$ I. Choose the correct answer: 1. IP is computer abbreviation generally known as b. Information Programming a. Information Practice c. transmission Protocol d. None of above 2. HTTP is generally known as b. High Text Transfer Protocol a. Hyper Text Transfer Protocol d. None of above c. Hyper Text Transecting Protocol 3. When data converted to information and the information holds? b. Record a. Report d. None of above c. Field 4. Octal Number is having the base with d. None of above b. 4 5. 'ipeg' 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 d. None of above c. Animation/movie file 7. Hexadecimal numbers can be formatted with A-F letters c. Data d. None of above a. Yes b. No 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 d. None of above c. Universal Resource Indicator 10.MS-Windows is b. Financial Package a. Spread Sheet d. None of above c. Local Area Network

11.'.gif' extension refers usually to wa. System filec. Image file	that kind of file? b. Animation file d. None of above
12. Tally is a a. Path-to-profitability c. Internet	b. E-commerce Applications d. None of above
13.Binary to Octal conversion is posa. Yesc. Not agree	sible? b. Not developed d. None of above
14.Touch Screen is input device.a. Yesc. Not agree	b. both input and Output d. None of above
15.Computer works in order of Inputa. Yesc. Not agree	b. Nod. None of above
16. What age group was born after tha. Digital nativesc. Digital boomers	e digital revolution? b. Digital India d. None of above
17. Without MS-word a computer cara. Yesc. Not agree	n run MS-Windows. b. to some extent d. None of above
18.Conversion of Data to information a. Information System c. Digital Processor	n process is known as b. Software d. None of above
19.DOS stands for a. Data Operation System c. Disk Operation System	b. Disk Operating Systemd. None of above
a. Count Reaction Tribunal. c. Cathode Ray Tube	b. Communication Modeld. None of above
