

**BBA**  
**SEMESTER-1<sup>ST</sup>**  
**COMPUTER FUNDAMENTAL AND TALLY**  
**BBA-105**

**Duration: 3 Hrs.**

**Marks: 70**

{ Part : A (Objective) = 20 }  
{ Part : B (Descriptive) = 50 }

[ PART-B : Descriptive ]

**Duration: 2 Hrs. 40 Mins.**

**Marks: 50**

[ Answer question no. One (1) & any four (4) from the rest ]

1. a. Describe the Precautions of using the Computer in business. 5+5=10  
b. Describe the Term CPU of Computer
2. a. Describe the Input device and Output device. 5+5=10  
b. Define the advantages and Function of Ms-Word.
3. a. Explain the Advantages of Intranet. 5+5=10  
b. Define the difference between MS-Word and MS-Power Point.
4. a. Define the different Usage of Microsoft Excel. 5+5=10  
b. Give an elaborative description of the block diagram of Computer component.
5. a. Define the advantages of MS-Power Point. 5+5=10  
b. Define the Term Hardware and Software.
6. a. Define the Binary Number System and Decimal Number System. 5+5=10  
b. Make a brief definition of data.
7. Describe the five functions of Computer. 10
8. a. Make the difference between Mobile and Personal Computer. 5+5=10  
b. Make a difference between Hardware and Software?

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**[ PART-A : OBJECTIVE ]**

**Choose the correct answer from the following:**

**1X20=20**

1. Which of the following describes e - commerce?
  - a. Doing business electronically
  - b. Doing business
  - c. Sale of goods
  - d. All of the above
2. The Computer is the advance version of
  - a. Calculator
  - b. Digital products
  - c. Specialty products
  - d. Fresh products
3. Computer is a digital system which is able do as
  - a. fast
  - b. Accurate
  - c. Robust
  - d. all of the above
4. The Word is the software for
  - a. Document Preparation
  - b. Spreadsheet Preparation
  - c. Online ads
  - d. Virtual marketing
5. The Excel is the Software for
  - a. Document Preparation
  - b. Spreadsheet Preparation
  - c. Spreadsheet Calculations
  - d. C2C
6. The MIS stands for
  - a. Machine Interface System
  - b. Managament Information System
  - c. Management Information System
  - d. Management Information System
7. The CPU stands for
  - a. Central Processing Unit
  - b. Centrle Processing Unit
  - c. Central Proccassing Unit
  - d. Central Processed Unit
8. The Power Point is software for
  - a. Power Point
  - b. Presentations
  - c. Presentation and alimentations
  - d. None of the above
9. Microsoft has operating system by the name
  - a. Windows
  - b. Linux
  - c. Movies
  - d. All of the above
10. The RAM stands for
  - a. Read only Memories
  - b. Random Access Memories
  - c. Standard RAM
  - d. None of the above
11. The MS-Excel software is a type of
  - a. Operating System
  - b. System Software
  - c. Application Software
  - d. all of the above
12. The Software is different from the
  - a. Hardware
  - b. OS
  - c. Processing
  - d. None of the above
13. The Clip Art features available in
  - a. MS Word
  - b. MS Excel
  - c. Ms Power Point
  - d. All the above
14. The general transformation cycle is:
  - a. Information to data to knowledge
  - b. Knowledge to data to information
  - c. Data to knowledge to information
  - d. Data to information to knowledge

**UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA**



**[PART (A) : OBJECTIVE]**

Duration : 20 Minutes

Serial no. of the  
main Answer sheet

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15. The OMR stands for
- a. Optical Character Radiation
  - b. Optical Mark Reorganization
  - c. Optical Character Recall
  - d. None of the above

16. One byte is made of
- a. 4 bits
  - b. 12 bits
  - c. 8 bits
  - d. 16 bits

17. Digital System and Binary Number system is consider as same in
- a. Computer
  - b. Mobile
  - c. Digital Processing
  - d. All of the above

18. The example of Easy Movable product in the computer world are
- a. Books
  - b. PCs
  - c. CDs
  - d. All of the above

19. The base of Hexadecimal number system is
- a. 16 bit
  - b. 16
  - c. 8\*2
  - d. 16 pix

20. The  $(11001)_2$  is considered as
- a. Binary Number
  - b. Hexadecimal Number
  - c. Octal Number
  - d. Decimal Number

Course : .....

Semester : ..... Roll No : .....

Enrollment No : ..... Course code : .....

Course Title : .....

Session : ..... 2017-18 ..... Date : .....

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**Instructions / Guidelines**

- The paper contains twenty (20) / ten (10) questions.
- Students shall tick (✓) the correct answer.
- No marks shall be given for overwrite / erasing.
- Students have to submit the Objective Part (Part-A) to the invigilator just after completion of the allotted time from the starting of examination.

Full Marks	Marks Obtained
20	

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Scrutinizer's Signature

Examiner's Signature

Invigilator's Signature