

**BACHELOR OF BUSINESS ADMINISTRATION
FIRST SEMESTER [REPEAT]
COMPUTER FUNDAMENTALS
BBA - 105**

**SET
A**

[USE OMR SHEET FOR OBJECTIVE PART]

Duration: 3 hrs.

Full Marks: 70

(Objective)

Time: 30 mins.

Marks: 20

Choose the correct answer from the following:

1 × 20 = 20

- Which unit is responsible for converting the data received from the user into computer understandable format?
 - Memory Unit
 - Arithmetic & Logic Unit
 - Input Unit
 - Output Unit
- _____ are used for specialized applications that require immense amount of mathematical calculations.
 - Workstations
 - Personal Computers
 - Mainframe computers
 - Supercomputers
- The computers of first generation used _____ as the basic components for memory and circuitry for CPU.
 - Transistors
 - Vacuum Tubes
 - Integrated Circuits
 - None of the above
- _____ is the internal memory of the CPU for storing data, program and program result.
 - RAM
 - ROM
 - EPROM
 - Both RAM & ROM
- The main function of the _____ is to make the programs and data available to the CPU very fast.
 - Primary Memory
 - RAM
 - ROM
 - Cache Memory
- A(n) _____ appearing on a web page opens another document when clicked
 - anchor
 - URL
 - hyperlink
 - reference
- The CPU comprises of Control, Memory and _____ units
 - Microprocessor
 - Arithmetic/Logic
 - Output
 - ROM

8. _____ is a windows utility program that locates and eliminates unnecessary fragments and rearranges filed and unused disk space to optimize operations.
- a. Backup
 - b. Disk clean-up
 - c. Disk defragmenter
 - d. Restore
9. The software that is used to create text-based documents are referred to as _____
- a. DBMS
 - b. Suites
 - c. Spreadsheets
 - d. Word processors
10. A(n) _____ is a set of programs designed to manage the resources of a computer, including starting the computer, managing programs, managing memory and coordinating tasks between input and output devices.
- a. Application suite
 - b. Compiler
 - c. Input/output system
 - d. Operating system
11. Which computer memory is used for storing programs and data currently being processed by the CPU?
- a. Mass memory
 - b. Internal memory
 - c. Non-volatile memory
 - d. PROM
12. Which part of the computer is used for calculating and comparing?
- a. ALU
 - b. Control unit
 - c. Disk unit
 - d. Modem
13. To navigate to a new web page for which you know the URL, type that URL in the browser's and press Enter-
- a. Address bar
 - b. Domain bar
 - c. Address button
 - d. Name button
14. A _____ identifies a location or a selection of text that you name and identify for future reference.
- a. Footer
 - b. Bookmark
 - c. Header
 - d. Page number
15. _____ is the change the way text warps around the selected object.
- a. Text wrapping
 - b. Indent
 - c. Clipart
 - d. Line spacing
16. Which of the following options is used to display information such a title, page number of the document?
- a. Auto Correct
 - b. Header and Footer
 - c. Thesaurus
 - d. Insert Table
17. If all devices are connected to a central hub, then topology is called
- a. Bus Topology
 - b. Ring Topology
 - c. Star Topology
 - d. Tree Topology

18. In mesh topology, relationship between one device and another is _____
- a. Primary to peer
 - b. Peer to primary
 - c. Primary to secondary
 - d. Peer to Peer
19. Which of the communication modes support two way traffic but in only once direction of a time?
- a. Simplex
 - b. Half-duplex
 - c. Three - quarter's duplex
 - d. Full duplex
20. What is the name of the network topology in which there are bi-directional links between each possible node?
- a. Ring
 - b. Star
 - c. Tree
 - d. Mesh

(Descriptive)

Time : 2 Hr. 30 Mins.

Marks : 50

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

1. What do you mean by Software? What are the types of software? Broadly explain about System software and its types. 2+2+6=10

2. a) Write a short note on the history of generation of computer. 5+5=10
b) Briefly explain about the classification of computers.

3. a) What are the four types of primary memory devices? 6+2+2=40
b) Complete the following conversions:
i) $(758)_{16} = ()_8$
ii) $(1101111110)_2 = ()_{10}$

4. a) What are the various functions of Operating Software? 5+5=10
b) What are the types of business application software?

5. a) What are the various type of input devices? 5+5=10
b) What are function keys? Write the function of each function key with associated shortcuts.

6. a) What is a spreadsheet? What are the main components of MS Excel? 5+5=10
b) Write about any six tools from the formatting toolbar of MS Word.

7. a) What do you mean by formatting? Explain its types in details. 5+5=10
b) Define Network. What are the components of data communication?

8. a) Explain the four basic types of topologies with the help of a diagram. Also state the advantages and disadvantages of each topology. 7+3=10
b) Explain the terms simplex, half duplex and full duplex.

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