

ARYAN COLLEGE
5 YEARS SCANNER BBA-I COMPUTERS FOR MANAGEMENT

Unit-I- Computer :An Overview.

1. Write a note on classification of computers according to data handling technique. (2017)
2. Why secondary memory is required in a computer system? List some secondary data storage devices & explain any two of them. (2017)
3. Discuss the function of control unit. (2017)
4. With the help of diagram, explain the basic organisation of computer. (2016)
5. Differentiate between primary memory and secondary memory. Also write a note on RAM and ROM. (2016)
6. Describe the use of input and output devices in a computer. Also explain three input devices. (2016)
7. a. Differentiate Primary and Secondary memories
b. Explain all the generations of Computers (2015)
8. Give a brief account on generation of computers. (2014)
9. a. Draw block diagram of basic computer organization. (2014)
b. Write short note on Input-Output Devices (2014)
10. Write a note on generation of computers. List out demark able characteristics of every generations. (2012)
11. Explain Memory Organization. List out different types of primary and secondary memories . (2012)
12. Explain computer System with the help of block diagram. Also explain characteristics of computer system. (2011)
13. What are input and output devices? Explain 10 (ten) input and output devices with their functioning. (2011)

Unit-II- Computer Software's, Languages, Internet

1. Write a note on types of Operating System. (2017)
2. Distinguish between Internet & World Wide Web. Also list the various uses of internet to the business. (2017)
3. Describe the classification of computer programming languages. (2016)
4. What functions are performed by an operating system? What are the various types of operating systems? (2016)
5. Give short notes on: (2014)
(a) Computer Languages
(b) Business Data Processing
6. Write short notes on: (2012)
(a) Computer Languages
(b) Application and System Software
7. (a) Write steps to send E-mail on internet. (2012)
(b) How E-mailing is useful in "business organization's perspective?"
8. Write short notes on the following: (2011)
(a) Operating System
(b) Application software
9. What is Internet? Explain Business Data processing. (2011)

Unit-III- Word processor, Ms Word, Ms Excel, Ms PowerPoint

1. Explain how : (2017)
i) Slides are inserted & deleted in PowerPoint.
ii) Printouts of handouts are taken in PowerPoint.
2. a) Discuss the role of "filter" option in Excel. (2017)
b) Show the steps involved in inserting formulas and functions.
3. With respect to MS-Word explain the following : (2016)
(a) Difference between 'Save' and 'Save As' option.
(b) Inserting Header and Footer and their use.
4. With respect to MS-Excel, explain the following: (2016)
(a) Steps involved in creating a chart.
(b) Steps involved in inserting functions.

5. What are Templates in Word Processor? Explain the procedure of creating tables. (2015)
6. What do you understand by Auto sum? Write and explain any five formulae in worksheet. (2015)
7. What is the use of PowerPoint presentation? Write the steps to provide animation to your PowerPoint slide. (2015)
8. (a) Explain Headers and Footers (b) What is Internet? Explain the features (unit II) (2015)
9. Explain various types of Charts in detail with example. (2015)
10. Write short notes on: (2015)
 - (a) Mail Merge
 - (b) Input-Output Devices (unit I)
 - (c) Text and Logical functions
11. What is Formatting? Explain paragraph and page formatting in MS-Word. (2014)
12. Write steps and applications of Mail-Merge. (2014)
13. Write Short Notes on: (a) Various Chart Types (b) Ate ad Time Functions (c) Creating and selecting Ranges (2014)
14. What us the role of PowerPoint Presentation in Business Management? Also write steps to prepare PowerPoint Presentation. (2014)
15. Write different steps for the following (in MS-Word): (a) Find and replace (b) Creating Table. (2012)
16. How many types of charts are available in MS-Excel? Also write steps to insert a chat in a worksheet? (2012)
17. Write steps to prepare an effective PowerPoint presentation. (2012)
18. What is the use of MS-Word? Explain its features in details. (2011)
19. Write short notes o the following: (2011)
 - (a) Worksheet toolbars and menus
 - (b) Formatting of worksheet.
 - (c) Range creation, editing and selecting in worksheet
20. How PowerPoint is beneficial in presentation? Write steps to prepare a PowerPoint presentation. (2011)