

AM-1393

B.B.A - PART-III, 2010

PAPER: SIXTH

INTRODUCTION TO PC SOFTWARE

TIME:- 3 HOURS

MM: 75

NOTE:- ATTEMPT any five question.

1. ✓ Draw block diagram of a computer and write functions of its main units.
2. Describe any two inputs and two output devices.

3. How will you explain the term software? How it will be different from hardware? In a computer system, list various software and hardware components.

4. What are the functions of an operating system in a system? Compare any three features of DOS with windows.

5. In MS-Word how will be following:

(Write proper commands)

- (a) Insert a symbol α in current document.
- (b) Copy a part of document and paste at other place in same document. onlinebu.com
- (c) Insert a Table with 5 rows and 2 columns.
- (d) Insert a picture from other document to current document.
- (e) Find a word in current document and replace with other word.

6. In Excel, how will you draw a chart? Take some data series and show a line of chart. (Write steps only)

7. What are various DTP software available? What are features of Pagemaker?

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8. What is meant by data security? How does viruses damage data; explain?

9. Write the applications of multimedia. Name any two multimedia software.

10. Write short notes on any three of the following:

(a) Anti-virus

(b) Lotus Notes [onlinebu.com](http://www.onlinebu.com)

(c) Autocad

(d) Evolution of PC

(e) Batch files