

MM: 15

Passing mark:-25

AP-8315

B.B.A (PART III)

INTRODUCTION TO
SOFTWARE

Attempt any five question.

- 1) Explain common architecture of P.C. and also Explain all components in Brief
- 2) Explain note Book Computers (Laptop, workstations and Super Computer

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3. (a) Explain all basic functions of a typical operating system.
(b) What is batch file? How can you create batch files in DOS? Write all necessary steps by giving example.
4. (a) Discuss the sub menu 'Font' which is available under 'Format' menu in MS-Word. What type of text styles we can use by this menu? List all styles and explain each in very brief.
(b) Draw and give the name of each component for Excel main screen (Window).
5. (a) What are major advantages of office automation in an organization?
(b) What do you understand by Desktop publishing? Write importance of DTP.
6. (a) Explain various common filters available in multimedia softwares for giving effects in object (Image).
(b) Write the use of 'Lotus Notes' software.
7. (a) Discuss various ethics codes in using computers.
(b) What are the viruses? How they harm our information?

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8. Write short notes on :

(any two)

(i) Discuss two main antiviruses

(ii) Types of computer crimes onlinebu.com

(iii) Security measures and standards