

[2]

A-1336
B.B.A (PART-III) 2013

PAPER: SIXTH

INTRODUCTION TO PC SOFTWARE

TIME:- 3 HOURS

M.M:- 75

NOTE :- ATTEMPT ANY FIVE QUESTIONS

:- Draw Diagram onlinebu.com

1. (a) Draw Block diagram of a P.C.,
discuss its various unit.

(b) Explain bits & bytes using example

2. (a) Write a short note on generation of computers.

(b) Name various input and output devices. Describe
any two output devices.

3. Describe purpose and functions of a disk operating system.

4. (a) Explain internal and external commands using
examples.

(b) Explain batch files, referencing files and file naming
conventions. onlinebu.com

5. (a) Describe important features of Window-95.

(b) Explain applications softwares and its classifications
using suitable examples.

6. Write short notes on following :

(a) Word Processing Softwares

(b) Important features of Excel 97

7. What are the major advantages of office automation in
an organisation? Explain. Discuss some important group
wares used for office automation.

{ 3 }

8. Write short notes on any **three** of followings:

- (a) Engineering Work Station
- (b) Adobe Photoshop
- (c) PCs and Computer Crimes
- (d) Disaster Recovery, [onlinebu.com](http://www.onlinebu.com)
- ~~(e)~~ Virus characteristics and its prevention