

Roll No. ....

**29803**

**BBA 4 Year 1st Semester (NEP-2020)  
w.e.f. 2024-25 Skill Enhancement  
Course (SECI)**

**Examination – December, 2024**

**COMPUTER FUNDAMENTALS AND OFFICE  
AUTOMATION TOOLS**

**Paper : 24IMSI401SE01**

*Time : Three Hours ]*

*[ Maximum Marks : 25*

---

*Before answering the questions, candidates should ensure that they have been supplied the correct and complete question paper. No complaint in this regard, will be entertained after examination.*

---

**Note :** All question of Section 'A' are *compulsory*. Attempt *four* questions from Section 'B' selecting *one* question from each Unit. All questions carry equal marks.

**SECTION – A**

1. Write short note on the following :

(i) Advance features of MS-Word

29803-5950-(P-4)(Q-9)(24)

P. T. O.

- (ii) Octal number system
- (iii) Middleware and freeware
- (iv) Spelling and grammar
- (v) Use of computer for data analysis

## **SECTION – B**

### **UNIT – I**

2. Discuss various types of computers. Explain major components of a digital computer.
3. Define the terms hardware and software with examples. What is the function of bus in CPU ?

### **UNIT – II**

4. Answer the following :
  - (a) Convert  $8B3F_{16}$  to binary.

(b) Subtract  $0111000_2$  from  $1011100_2$  using both binary and decimal system.

5. Explain the uses of computer in offices and banks.

### UNIT – III

6. Explain the advantages of a word processor over typewriters. What is meant by text alignment? In how many ways can you align your text?

7. Write notes on :

(a) Document dictionary

(b) Page formatting

### UNIT – IV

8. (a) Explain various types of charts available in MS-Excel.

(b) Which types of files can be imported and exported from MS-Excel ?

9. Describe various views available in PowerPoint. What is manipulating and enhancing in PowerPoint ?

---