

Roll No.

12606

**MBA 2 Year 1st Semester (CBCS) 2019-20
New Scheme Examination – December, 2019**

**COMPUTER FUNDAMENTALS AND OFFICE
AUTOMATION TOOLS**

Paper : 19IMG21C6

Time : Three Hours]

[Maximum Marks : 50

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 : Section A is *compulsory*. Attempt *one* question from each Unit in Section B. all questions carry equal marks.

SECTION – A

1. (a) Differentiate between System Software and Application Software with one example for each.
- (b) Differentiate between hardware and software.
- (c) What is bandwidth ?
- (d) What is a MAN ?
- (e) What is internet surfing ?

SECTION – B

UNIT – I

2. (a) Explain the main functions performed by an operating system.
(b) Describe the different types of computers. .
3. (a) With the help of a block diagram, explain the anatomy of a computer system.
(b) Explain the limitations of digital computers.

UNIT – II

4. (a) Explain e-mail as an application of Internet.
(b) Discuss JUNK/SPAM E-Mail in particular mailing account.
(c) Explain the process of ATTACH A DOCUMENT with an E-mail.
5. Describe the applications of internet in the field of business.

UNIT – III

6. (a) Write the steps put the Header and Footer to an existing word document.
(b) How will you set the line spacing in a document ?
(c) Explain the steps to find a word India and replace it with Bharat in a document.
(d) What are the advantages of Word Processing over Manual System ?

7. (a) What are Headers and Footers ? Explain the steps to insert Header and Footer.
(b) Explain the features and uses of MS Excel.
8. Describe the utility of Power Point Presentation.
9. You are to prepare a slide show for a group of students about a 'magic pen'. This pen will keep on writing for years together requiring no refills. Sketch out five slides that will describe the students the need and utility of the pen.