

BBA-11
December – Examination 2021
BBA (Part II) Examination
Computer Applications in Management
Paper : BBA-11

Time : 1½ Hours]

[Maximum Marks : 70

Note :- The question paper is divided into two Sections A and B. Write answers as per the given instructions.

Section-A

4×3½=14

(Very Short Answer Type Questions)

Note :- Answer any *four* questions. As per the nature of the question delimit your answer in one word, one sentence or maximum up to **30** words. Each question carries 3½ marks.

1. (i) What is OMR ?
- (ii) Write the names of any *two* output devices.
- (iii) What do you mean by Utility Software ?
- (iv) What is an Assembler ?
- (v) Write any *four* Commands of MS-Excel.
- (vi) What do you mean by Referencing ?
- (vii) What is WAN ?
- (viii) What do you mean by Transaction Processing System ?

Section-B **4×14=56**

(Short Answer Type Questions)

Note :- Answer any *four* questions. Answer should not exceed **200** words. Each question carries 14 marks.

2. Explain the block diagram of computer in detail.
Explain the classification of computer in detail.
3. What do you mean by input devices ? Explain the functioning of punched cards.

4. What is a Computer Network ? Write down its advantages.
5. What do you mean by Operating System ? List and explain types of operating system.
6. Explain the various elements of Desktop. What are the steps to delete a file or folder from the computer ?
7. What are header and footers ? How will you insert header and footer in a document ?
8. What is MS-Access ? How is it different from other database software ? Explain.
9. Explain the advantages of database management system.